

**PERSONNEL COMMITTEE MEETING
APRIL 27, 2010**

Chairman David Schroeder called the meeting to order at 7:44 P.M.

Trustee members present: Sally Hollemeak, James Coppernoll, Scott Kramer, Gary Maitland, Stephen Appell

Also present: President Claeysen, Village Clerk, Nancy Belt; David Nord; Chief Todd Houde, Joe Caveny & Attorney Jim Stevens

David Schroeder moved to adopt the amended agenda changing the order of business with having Robert Batutis address the committee first on the agenda. James Coppernoll seconded. Motion carried by voice vote.

David Schroeder moved to approve the minutes of March 23, 2010. Sally Hollemeak seconded. Motion carried by voice vote.

VILLAGE INSURANCE BROKER

David Schroeder asked Mr. Batutis from Design Benefit Plans to please address the committee. Mr. Batutis stated that he is a licensed insurance agent specializing in Life & Health including group, individual, and medicare. He is owner/broker of Design Benefit Plans located in Rockford. He said that he would be a link to the employees helping with claims and doctors. He said he would work with the village board to find affordable health plans. Mr. Batutis said that the board would have to draft an agent letter and once this is done he would have the employees fill-out applications, this process would take sixty days. David Schroeder and committee thanked Mr. Batutis for attending the meeting.

VACATION TIME: ORDINANCE POLICY REVIEW

It was discussed that the vacation language in the employee handbook and Code of Ordinances needs to be reviewed. Attorney Jim Stevens stated that a resolution would need to be adopted if any changes are made to the employee handbook. This was referred to the ordinance committee.

MEMBERSHIPS

Stephen Appell recommended suspending the seminar policy per the employee handbook, he said the employees can not attend seminar/conferences because the board did not budget for this expense. David Nord stated that the budget does allow for employees one membership to be paid by the village. It was decided that each employee must request to attend a seminar and the board will then vote on each individual request. Gary Maitland stated that if an employee is paying for their membership, paying for the seminar then they should not be required to take vacation time for attendance at the seminar. Stephen Appell moved to send to the ordinance committee recommending Attorney Jim Stevens to draft a resolution stating, "Policy for Individual Membership in Professional Organizations and Attendance of Seminars" is suspended for one year. Scott Kramer seconded. Motion carried by voice vote.

PLANNING COMMISSION & ZONING BOARD OF APPEALS

President Jim Claeysen stated that he would recommend that the village board approve combining the Planning Commission Board and Zoning Board of Appeal based on the fact the applicants requests can be process from 90 days to 30 days, it would also cut budget expenses from having a seven member board instead of fourteen. Board members agreed. David Schroeder moved to have Attorney Jim Stevens draft an ordinance to combine the Planning Commission and ZBA boards and refer this recommendation to the ordinance committee. Sally Hollembeak seconded. Motion carried by voice vote.

David Schroeder moved to go into executive session for the purpose of Section 2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against and employee of the public body or against legal counsel for the public body to determine its validity at 8:36 pm. Stephen Appell seconded. Motion carried by voice vote.

David Schroeder called the meeting back to order at 9:08 pm. Village Clerk, Nancy L. Belt called the roll: David Schroeder, Stephen Appell, James Coppernoll, Sally Hollembeak, Scott Kramer, Gary Maitland

David Schroeder moved to adjourn at 9:09 pm. James Coppernoll seconded. Motion carried by voice vote.
Recorded by: Village Clerk, Nancy L. Belt
Personnel minutes approved by Chairman, David Schroeder April 30, 2010