

**VILLAGE OF CHERRY VALLEY, IL
PERSONNEL COMPENSATION AND BENEFITS
COMMITTEE MEETING MINUTES
TUESDAY JANUARY 27, 2015**

CHAIRMAN: JOANN HUDSON
MEMBERS: SALLY HOLLEMBEAK GARY MAITLAND

Chairman JoAnn Hudson called the Personnel Compensation and Benefits meeting to order at 7:30PM. A Roll Call was taken:

JOANN HUDSON	PRESENT
SALLY HOLLEMBEAK	ABSENT
GARY MAITLAND	PRESENT

Also present: President Jim E. Claeysen, Trustee Nancy Belt, Chief of Police Larry Neville and Clerk Dana Ward.

ADOPT THE AGENDA: Chairman Hudson moved to adopt the amended agenda, adding Michelle Kimes to the *Monthly Insurance Report: November and December* under *NEW BUSINESS*. Trustee Maitland seconded. All "Aye"; none opposed. Motion carried by voice vote.

APPROVE THE MINUTES: January 5, 2015 and January 13, 2015. Chairman Hudson moved to approve the minutes for January 5, 2015 and January 13, 2015. Trustee Maitland seconded. All "Aye"; none opposed. Motion carried by voice vote.

PUBLIC COMMENT: None.

CHAIRMAN REMARKS: None.

NEW BUSINESS:

1. **Monthly Insurance Report: November and December.** Michelle Kimes presented the monthly claims report for November and December and explained how figures are interpreted. For November, the actual claims were \$42,417.21, 24% above expected exposure. For December, the actual claims paid were \$48,148.00, 29% above the expected exposure. Figures come from the EBS (Employee Benefits Systems) report. Ms. Kimes also presented the end of year claims analysis report for 2014, explaining the procedure for determining the percentage used for estimating usage and recommended increasing is percentage for next year's analysis. Currently the percentage used for analysis is 35%. At this time Ms. Kimes is looking at redesigning the reports. The concern is that by the time this information is presented to the committee, there is more accurate information available. Chairman Hudson asked if the committee could start the insurance selection process sooner in the year. Ms. Kimes stated that she understood that there will be a committee to review quotes this fall. Next year there will be information based on ages of the people in the group.

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2. Discussion of a full-time receptionist and Ordinance for such and a motion to move to Ordinance. Chairman Hudson asked if President Claeysen could answer question and deferred to Attorney Stevens for direction; he can. A draft ordinance was discussed regarding a full-time receptionist position. Chairman Hudson questioned item three regarding writing checks. President Claeysen responded that it takes two people to sign checks; this gives more segregation of duties. The same person cannot cut the check and sign it. There are additional duties added, such as FOIA officer and processing permits. Much discussion ensued regarding, but not limited to, taking minutes at Recreation and Planning and Zoning meetings, limited overtime opportunity for hours to take the minutes for meetings, job descriptions, offer sheet and the possibility of becoming a Deputy Clerk. Chairman Hudson would like to scratch item five, check writing and signing. Trustee Maitland recommended sending the draft to the Ordinance committee, as is, for more discussion. Attorney Stevens added this needs to go to the Village Board; the next step would be that this draft ordinance go to the Ordinance committee for review. Chairman Hudson moved to send to ORDINANCE, "An Ordinance Amending the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 2 Administration, Section 2-176 Full Time Front Desk Receptionist". Trustee Maitland seconded. All "Aye"; none opposed. Motion carried by voice vote.

3. Discussion of the Collector position. Chairman Hudson questioned the position of "Collector" and referred to state statutes. Attorney Stevens recommended to take the term "Collector" out of all the ordinance because the village does not have a position of collector, and suggested language more appropriate as a person that is the "receiver of funds", who then turns the funds over to the treasurer. Trustee Belt will be reviewing the ordinances that have a reference to a "collector". President Claeysen referred to the ordinance for the clerk, and suggested that the language should read the same, word for word.

UNFINISHED BUSINESS: None.

CHAIRMAN'S COMMENTS:

ADJOURNMENT: Chairman Hudson moved to adjourn at 8:02PM. Trustee Maitland seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Village Clerk Dana Ward.

Minutes reviewed by Chairman JoAnn Hudson on February 3, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
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TUESDAY JANUARY 27, 2015
7:30PM**

CHAIRMAN: JOANN HUDSON
MEMBERS: SALLY HOLLEMBEAK GARY MAITLAND

ROLL CALL:

ADOPT THE AGENDA:

APPROVE THE MINUTES: January 5, 2015 and January 13, 2015.

PUBLIC COMMENT:

CHAIRMAN REMARKS:

1. Monthly Insurance Report: November and December.
2. Discussion of a full-time receptionist and Ordinance for such and a motion to move to Ordinance.
3. Discussion of the Collector position.

NEW BUSINESS:

UNFINISHED BUSINESS:

CHAIRMAN'S COMMENT:

ADJOURNMENT:

JH (01-23-15)