

**VILLAGE OF CHERRY VALLEY, IL  
"SPECIAL" PERSONNEL COMPENSATION AND BENEFITS  
COMMITTEE MEETING MINUTES  
MONDAY, MAY 02, 2016**

**CHAIRMAN:** SALLY HOLLEMBEAK  
**MEMBERS:** JEFF FUSTIN GARY MAITLAND

Chairman Sally Hollembeak called the Personnel Compensation and Benefits Committee meeting to order at 7:00 PM. A Roll Call was taken:

JEFF FUSTIN	PRESENT
SALLY HOLLEMBEAK	PRESENT
GARY MAITLAND	PRESENT

Also present: President Jim E. Claeysen, Trustee Nancy Belt and Trustee David Schroeder, Treasurer Karen Melloch, Public Works Director Chuck Freeman, Chief of Police Larry Neville, Attorney Darron Burke and Deputy Village Clerk Heather Church.

**ADOPT THE AGENDA:** Chairman Hollembeak moved to adopt the agenda. Trustee Maitland seconded. Motion carried by voice vote.

**APPROVE THE MINUTES:** April 18, 2016. Chairman Hollembeak moved to approve the minutes of April 18, 2016. Trustee Fustin seconded. Motion carried by voice vote.

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Committee discussion and a motion to send to the Village Board a recommendation to hire a Maintenance Worker 1 position for the Public Works Department at an hourly rate of \$15.50 per hour. Public Works Director Chuck Freeman informed the committee that Joseph Domino-Musselman, who was just hired has resigned due to moving. Public Works Director Chuck Freeman is requesting authorization to send to the Village Board to hire Catherine O'Hearn to fill the vacant position. Chairman Hollembeak moved to send to the Village Board to approve the hiring of Catherine O'Hearn at a rate of \$15.50 for Maintenance Worker 1 position with a starting date of May 23, 2016. Trustee Fustin seconded. Motion carried by voice vote.
2. Committee discussion and a motion to send to the Village Board a recommendation to hire (2) Seasonal Public Works Employees (for mowing) at an hourly rate of \$10.00 per hour for a maximum of 600 hours with a starting date of May 9, 2016. Public Works Director Chuck Freeman is requesting authorization to send to the Village Board to hire (2) seasonal employees for mowing. Chairman Hollembeak moved to send to the Village Board to approve the hiring of Ricky Hackworth and Richard Watermolon at a rate of \$10.00 per hour with a starting date of May 9, 2016. Trustee Fustin seconded. Motion carried by voice vote.

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3. Committee discussion and a motion to send to the village board a recommendation to hire (2) summer employees for the Public Works Department at \$10.00 per hour for up to 500 hours (12 weeks). Public Works Director Chuck Freeman is requesting authorization to send to the Village Board to hire (2) summer employees, Matthew Konkler and returning from last year, Kyle Trent. Trustee Maitland moved to send to the Village Board to approve the hiring of Matthew Konkler and Kyle Trent at a rate of \$10.00 per hour with a starting date of May 16, 2016. Trustee Fustin seconded. Motion carried by voice vote.
4. Committee discussion regarding the use of a temporary recorder for upcoming village meetings. Village Treasurer Karen Melloch reported that since our Village Clerk resigned the Village has engaged the services of Barb Neville to temporarily fill in to do minutes for all committee meetings starting May 9, 2016 at a rate of \$16.00 per hour. Barb Neville has asked that she be given a trial period for the month of May to decide if she would like to continue recording the minutes permanently. Chairman Hollembeak moved to send to the Village Board to approve the temporary hiring of Barb Neville at a rate of \$16.00 per hour for the duration of the month. Trustee Fustin seconded. Motion carried by voice vote.
5. Monthly Insurance Update. Treasurer Karen Melloch reported that through the end of March the Village has kept their goal of staying under 30% - 40%. See report attached.
6. Committee discussion regarding the approval of no-cost seminars by department heads. The Department Heads would like to be given the authorization to be able to send one of their employees to a seminar or training if there is no cost to attend without having to bring it to the Village Board first. The Personnel Committee members all agree that the Village Board does not need to micro-manage the Department Heads and that the Department Heads know what kind of training their staff needs. Chairman Hollembeak asked if Attorney Burke could put this procedure in writing and present to the Personnel Committee at the June meeting and then from there it will go to Ordinance Committee.

**CHAIRMAN’S COMMENT:** None.

**ADJOURNMENT:** Seeing there is no other business, Chairman Hollembeak moved to adjourn at 7:16 PM. Trustee Fustin seconded. Motion carried by voice vote.

Recorded by Deputy Village Clerk Heather Church.  
Minutes reviewed by Chairman Hollembeak on May 05, 2016.

Village of Cherry Valley  
 Health Insurance Deductible vs Budget  
 As of March 31, 2016

	Claims	Fees	
May-15	353.82	182.25	
Jun-15	1,780.68	175.50	
Jul-15	1,711.97	175.50	
Aug-15	379.76	168.75	
Sep-15	2,910.98	189.00	
Oct-15	2,703.45	175.50	
Nov-15	4,956.27	182.25	
Dec-15	3,151.60	432.25	Includes Yearly Fees
Jan-16	1,709.36	168.75	
Feb-16	1,080.37	175.50	
Mar-16	5,715.91	175.50	
Subtotal	26,454.17	2,200.75	
Fees	2,200.75		
YTD Actuals	28,654.92		
 Budget	 103,972.00		
 % of Budget Used	 28%		

Prepared By: Karen E Melloch  
 Date: 4/22/2016

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
“SPECIAL” PERSONNEL, COMPENSATION AND BENEFITS  
COMMITTEE MEETING  
MONDAY MAY 2, 2016  
7:00PM**

**CHAIRMAN:** SALLY HOLLEMBEAK  
**MEMBERS:** JEFF FUSTIN  
GARY MAITLAND

**ROLL CALL:**

**ADOPT THE AGENDA:**

**APPROVE THE MINUTES:** April 18, 2016

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Committee discussion and a motion to send to the Village Board a recommendation to hire a Maintenance Worker 1 position for the Public Works Department at an hourly rate of \$15.50 per hour.
2. Committee discussion and a motion to send to the Village Board a recommendation to hire (2) Seasonal Public Works Employees (for mowing) at an hourly rate of \$10.00 per hour for a maximum of 600 hours with a starting date of May 9, 2016.
3. Committee discussion and a motion to send to the Village Board a recommendation to hire (2) summer employees for the Public Works Department at \$10.00 per hour for up to 500 hours (12 weeks).
4. Committee discussion regarding the use of a temporary recorder for upcoming village meetings (Report by Treasurer Karen Melloch).
5. Monthly Health Insurance Update.
6. Committee discussion regarding the approval of no-cost seminars by department heads.

**CHAIRMAN’S COMMENT’S:**

**ADJOURNMENT:**  
SMH (04-27-16)