

**VILLAGE OF CHERRY VALLEY, IL
"SPECIAL" VILLAGE BOARD OF TRUSTEES MEETING
MONDAY SEPTEMBER 15, 2014**

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENE IN REGULAR SESSION ON THE 15th DAY OF SEPTEMBER, 2014.

PRESIDENT JIM E. CLAEYSSEN CALLED THE MEETING TO ORDER AT 6:30PM AND LED THE PLEDGE OF ALLEGIANCE.

A Roll Call was taken by Clerk Dana Ward.

STEPHEN APPELL	ABSENT	JOANN HUDSON	PRESENT
NANCY BELT	PRESENT	GARY MAITLAND	PRESENT
SALLY HOLLEMBEAK	PRESENT	DAVID SCHROEDER	PRESENT

Also present: Public Works Director Chuck Freeman, Attorney Jim Stevens, Chief of Police Larry Neville and Village Clerk Dana Ward. (It is noted that Trustee Appell entered the meeting at 7:00PM, Trustee Schroeder left at 7:00PM and returned at 7:15PM and Attorney Stevens left the meeting at 7:15PM.)

ADOPT THE AGENDA: President Jim E. Claeysen entertained a motion to adopt the agenda. Trustee Belt moved to adopt the agenda. Trustee Hollembeak seconded. All "Aye"; none opposed. Motion carried by voice vote.

APPROVAL OF BOARD MINUTES: None.

CITIZENS VOICE: None.

TREASURER'S REPORT: Treasurer Karen Melloch. No report.

PRESIDENT'S REPORT: JIM E. CLAEYSSEN.

1. Board Review of Employee Handbook: PERSONNEL POLICIES MANUAL. President Jim E. Claeysen thanked Chairman Hudson and the Personnel Committee for their review of the Employee Handbook over the past few months. The latest copy of the manual was received July 23, 2014 after the table of contents was updated. Reviews were previously submitted by the Village Administrator on the following dates: 1/28/14, 2/20/14, 5/14/14, 6/2/14 and 6/23/14. Attorney Stevens sent correspondence regarding legal review for Sections 1-1 through 2-8. Trustee Hudson stated that she believed that all legal reviews should be up to date with the exception of 10-1 through 10-4. This was pending legal review. All other legal reviews have been received as requested. The Village Board began their review at Governing Principles of Employment, Section 1-1, Equal Employment Opportunity.

Section 1-1: Equal Employment Opportunity.

Attorney Stevens has no objections. Leave paragraph one as written; the Village Board agreed to delete paragraph two, three and four.

Section 1-2: Americans with Disabilities (ADA).

Approved as written.

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Section 1-3: Non-Harassment.

In paragraph two, delete the first sentence, “If you feel that.....should”.

Section 1-4: Sexual Harassment.

Approved as written.

Section 1-5: Genetic Information Non-Discrimination Act (GINA).

Approved as written.

Section 1-6: Drug and Alcohol Free Workplace. Much discussion ensued. Trustee Maitland questioned the language regarding the drug and alcohol policy. Trustee Hudson reminded the Village Board that the union contracts (for both the Police and Public Works Departments) will “trump” the employee handbook. Attorney Stevens recommended to leave the language as written.

Section 1-6 is approved as written.

Section 1-7: Confidential Information.

In paragraph two, Attorney Stevens recommended that the sentence read “No one is permitted to remove any confidential Village records, reports or documents”. The Village Board is in agreement.

Section 1-8: Whistleblower Act.

Attorney Stevens stated that his only reservation with the language is in the last paragraph and recommended that the term “Village Administrator” be changed to “Village Board”. The Village Board is in agreement.

Section 1-9. Abused and Neglected Child Reporting Act. Attorney Stevens noted that, regarding his legal review of this item, generally, Village employees are not subject to this act; all employees of the Village are not required by state statute to comply with the act. Certain agencies are required by state law to report abuses, such as health care providers and police officers. After much discussion the Village Board recommended deletion of this section in its entirety, and replace the title as “RESERVED”.

Section 1-10: Illinois Civil Union Act.

Approved as written.

Section 2-1: Employee Practices.

Paragraph A, change “The Administration Department...” to “Appropriate department heads...”.

Paragraph C, change “...Village Administrator...” to “... appropriate department heads...”.

Section 2-2: Immigration Law Compliance.

Approved as written.

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Section 2-3 Employee Orientation.
Approved as written.

Section 2-4: Probationary Period.
Approved as written.

Section 2-5: Employee Classifications.
Paragraph B, remove "Full Time salaried".
Paragraph C, strike entire first sentence, "An employee, who has successfully....".
Paragraph E, strike the entire section regarding "Seasonal Employee....".
Paragraph I, change "An employee..." to read "A salaried employee....".
Paragraph J, change "An employee..." to "An hourly employee....".
It is noted that the lettering for this section will change.

Section 2-6: Employee Identification Card.
The Police Department will have a computer program for printed identification cards in the near future. President Claeysen asked Police Chief Larry Neville and Public Works Director Chuck Freeman to review this section and make recommendations for rewrite.

Section 2-7: Hours of Work.
Approved as written.

Section 2-8: Nepotism.
Trustee Hollembeak recommended striking the entire section regarding "Nepotism". Much discussion ensued. Trustee Appell recommended adding a line to the front of the book under Code of Ethics, a remark regarding "Conflict of Interest". President Claeysen recommended that the Village Board consider this and stated that there needs to be more discussion with Attorney Stevens. President Claeysen will meet with Attorney Stevens regarding this section and report back to the Village Board.

At the next meeting the Village Board will begin at Section 2-9: Re-Hire Policy.

President Claeysen asked the Village Board to consider September 22, 2014 at 7:30PM for the next "Special" Village Board meeting solely for the purpose of review of the employee handbook. After some discussion the consensus from the Village Board members is to have a "Special" Village Board meeting at 7:30PM on September 22, 2014 to continue its review of the Employees Handbook.

ATTORNEY'S REPORT: JAMES STEVENS. No report.

ENGINEER'S REPORT: DENNIS McMULLEN, C.E.S. No report.

EX-OFFICIO'S REPORTS:
STEPHEN APPELL - PLANNING AND ZONING COMMISSION. No report.

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DAVE SCHROEDER - RECREATION BOARD. No report.

ORDINANCE REPORT BY TRUSTEE: NANCY BELT. No report.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND. No report.

PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK. No report.

PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER. No report.

PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL. No report.

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON. No report.

BOARD COMMENTS: None.

ADJOURNMENT: President Jim E. Claeysen entertained a motion to adjourn. Trustee Hollembeak moved to adjourn at 8:31PM. Trustee Belt seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Dana Ward, Village Clerk.

Minutes reviewed by President Jim E. Claeysen on September 22, 2014.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
“SPECIAL” VILLAGE BOARD OF TRUSTEES MEETING
MONDAY, SEPTEMBER 15, 2014
6:30 PM**

CALL THE MEETING TO ORDER: PRESIDENT JIM E. CLAEYSSEN

PLEDGE OF ALLEGIANCE:

ROLL CALL TAKEN BY: VILLAGE CLERK DANA WARD

VILLAGE TRUSTEES:	STEPHEN APPELL	JOANN HUDSON
	NANCY BELT	GARY MAITLAND
	SALLY HOLLEMBEAK	DAVID SCHROEDER

ADOPTION OF THE AGENDA:

APPROVAL OF THE BOARD MINUTES:

CITIZENS VOICE:

TREASURER’S REPORT:

PRESIDENT’S REPORT: JIM E. CLAEYSSEN.

1. Board Review of Employee Handbook: VILLAGE OF CHERRY VALLEY PERSONNEL POLICIES MANUAL.

ATTORNEY’S REPORT: JAMES STEVENS.

ENGINEER’S REPORT: DENNIS McMULLEN, C.E.S.

EX-OFFICIO’S REPORTS:

STEPHEN APPELL - PLANNING AND ZONING COMMISSION.

DAVE SCHROEDER - RECREATION BOARD.

ORDINANCE REPORT BY TRUSTEE: NANCY BELT.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND.

PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK.

PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER.

PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.

BOARD COMMENTS:

ADJOURNMENT:

JEC 9/10/14