

**VILLAGE OF CHERRY VALLEY, IL
"SPECIAL" VILLAGE BOARD OF TRUSTEES MEETING
MONDAY OCTOBER 20, 2014**

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN REGULAR SESSION ON THE 20th DAY OF OCTOBER, 2014.

PRESIDENT JIM E. CLAEYSSEN CALLED THE MEETING TO ORDER AT 7:00PM AND LED THE PLEDGE OF ALLEGIANCE.

A Roll Call was taken by Clerk Dana Ward.

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

Also present: Public Works Director Chuck Freeman, Chief of Police Larry Neville and Village Clerk Dana Ward. President Jim E. Claeysen noted that Attorney Jim Stevens had a conflict this evening and could not attend this meeting.

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

APPROVAL OF BOARD MINUTES: None.

CITIZENS VOICE: None.

TREASURER'S REPORT: No report.

PRESIDENT'S REPORT: JIM E. CLAEYSSEN.

1. Board Review of Employee Handbook: VILLAGE OF CHERRY VALLEY PERSONNEL POLICIES MANUAL. At the last meeting the review was completed through Section 4-6: Smoking. The Village Board will begin at Section 4-7: Use of Village Property.

Section 4-7: Use of Village Property. Approved as written.

Section 4-8: Use of Village Vehicles. In paragraph two, the last sentence, "Such situations.....or school as needed" needs further legal review.

Section 4-9: Solicitation through Section 4-11: Employee Privacy Policies are approved as written.

Section 4-12: Personal Mail. Delete "Village Administrator" and add "department head".

Section 4-13: Lactation Accommodation. Approved as written.

Section 4-14: Employee Personnel Records. In paragraph one, last sentence, this should read "shall be kept in the Administration Office and managed by the appropriate department head".

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It is noted that Sections 4-9 through 4-14 are all suggested new policy from Sikich.

Section 4-15: Punctuality and Attendance through Section 4-16: Absent without Leave are approved as written.

Section 4-17: Prescription Drug Use. The terminology “licensed drug” needs further legal review.

Section 5-1: Introduction and Definitions. Under Definitions: “Officials”, delete “all elected officials and”.

Section 5-2: Use of Electronic Communications through Section 7-1: Classification and Pay Plan are approved as written, with a spelling correction noted in 6-2: Guidelines. In paragraph one, the word “Tublr” should be corrected to “Tumblr”.

It is noted that Trustee Schroeder left the table at 7:56PM and returned to the table at 7:57PM. Trustee Schroeder left the meeting at 7:59PM.

Section 7-2: Performance Appraisals. In paragraph two, it is suggested to add a final sentence, “A 6-month review will be conducted for those employees receiving an unsatisfactory evaluation”. In paragraph three, it is suggested to add a final sentence, “It is highly recommended that annual performance appraisals be provided to every employee in a consistent manner.” More discussion may be needed regarding adding these two sentences. It is recommended to add a discussion on use of appraisal forms to the next PERSONNEL agenda (10/28/14).

Section 7-3: Below Average/Unacceptable Performance Appraisals. Approved as written.

Section 7-4: Salary and Wage Adjustments. Trustee Hudson questioned who recommends wage increases for the department heads and appointed officials? President Jim E. Claeysen stated that he makes the recommendation; approval is made with the advice and consent of the Village Board. In Section 7-4, it is suggested that language be added regarding department heads and appointed officials. (Refer to current Ordinance).

President Jim E. Claeysen asked the members to check their calendars to determine the next date for review of the Employee Handbook: VILLAGE OF CHERRY VALLEY PERSONNEL POLICIES MANUAL. The next meeting will begin with Section 7-5: Compensatory Time/Overtime.

ATTORNEY'S REPORT: JAMES STEVENS. No report.

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

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EX-OFFICIO'S REPORTS:

STEPHEN APPELL - PLANNING AND ZONING COMMISSION. No report.

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 8:11PM. Trustee Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Dana Ward, Village Clerk.

Minutes reviewed by President Jim E. Claeysen on October 29, 2014.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
“SPECIAL” VILLAGE BOARD OF TRUSTEES MEETING
MONDAY, OCTOBER 20, 2014
7:00 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.

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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 (10-15-14)