

**VILLAGE OF CHERRY VALLEY, IL
"SPECIAL" VILLAGE BOARD OF TRUSTEES MEETING
MONDAY JANUARY 26, 2015**

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN REGULAR SESSION ON THE 26th DAY OF JANUARY, 2015.

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

Also present: Public Works Director Chuck Freeman, Chief of Police Larry Neville and Village Clerk Dana Ward.

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. Continue discussion and review of the newly proposed Personnel Policies Manual (Employee Handbook). At the October 20, 2014 meeting the review was completed through Section 7-4, Salary and Wage Adjustments. This evening's review will begin at Section 7-5, Compensatory Time/Overtime. Comments provided through the Personnel Policy Review dated May 14, 2014.

Section 7-5: Compensatory Time/Overtime. Paragraph one: Approved as written with Sikich line added, "Additionally....from a supervisor." Paragraph two: Change the word "Supervisor" to "supervisor". Paragraph three, the first line should read "Unless covered by a collective bargaining agreement, an employee... of comp time at the employee's current rate of pay.". Paragraph four, President Claeysen will confer with Attorney Stevens regarding deletion of entire paragraph. Paragraph five, Chief Larry Neville and Public Works Director Chuck Freeman will review and will make language recommendation(s).

Section 7-6: Call Back Policy. In paragraph one, sentence two, delete "or the Village Administrator".

Section 7-7: Date of Hire/Anniversary Date. In paragraph one, delete "in the most recent position". Strike paragraph two.

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Section 7-8: Employee recognition. Strike the entire language, but add a reference to Resolution 2013-05; EMPLOYEE RECOGNITION. Trustee Belt noted that Resolution 2013-05 could be referenced in its entirety in the back pages of the book.

Section 7-9: Re-assignment to Lower Classification (Demotion). In paragraph one, the last sentence should read “...as determined by Department Heads with consultation from the Village Board.”

Section 7-10: Promotions or Transfers. In paragraph four, the third sentence should read “Temporary duty assignments may be made by the Department Head or Supervisor.” In paragraph five, take out the second period at the end of the first sentence. Also, strike the last sentence.

Section 7-11: Pay for Working in a Higher Classification. Strike the entire section.

Section 7-12: Wage Garnishment. President Claeysen will confer with Attorney Stevens regarding “disciplinary action”.

Section 7-13: Pay Periods. In sentence one, change to read “... are paid every other Thursday.” In sentence three, change “fiscal” to “calendar”. The fourth sentence should be changed to read “The pay period begins on Sunday and ends on Saturday at 11:59 pm.”

Section 7-14: Payroll Deductions. In A, number 3, change “Retirement” to “Pension”. In paragraph one, delete sentence two, “A record....probationary periods.” In paragraph two, sentence two, change “Finance Department “to “Treasurer.” In the last paragraph, change “Finance Department.” to Treasurer.”. In C, approved as written. In D, paragraph one, change “Finance Department” to “Treasurer.”.

Section 7-15: Direct Deposit. Change “Finance Department.” to “Treasurer.”

Section 7-16: Recording Hours/Time Sheet. In sentence one, change “supervisor” to “department head.” The second sentence should read “Time sheets are due every other Monday by 10:00 am....weeks.” Chief Neville noted a recommended change. In the last sentence, change to read “Employees may direct inquiries concerning payroll matters to the department head or supervisor first.”.

Section 8: Benefits.

Section 8-1: Eligibility for Benefits. In paragraph one, strike the second sentence. Trustee Belt wanted clarification on “Seasonal, temporary....to any benefits”; this may be covered under job descriptions and may be redundant. Clarification is needed.

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Section 8-2: Group Medical Insurance. In paragraph two, sentence four, the sentence should read "Benefit dates...are typically from January...of each year." In sentence five, delete "Village Clerk" and add medical benefits representative or Administrative Office." In paragraph three, change to read "Medical coverage...in accordance with applicable law." In paragraph four, item 4., change "Qualifying" to "qualifying". President Claeysen noted that language was to be addressed regarding insurance for a spouse in the event of the death of an employee. He will discuss this needed language with Attorney Stevens.

Section 8-3: Group dental. Approved as written.

Section 8-4: Life Insurance. President Claeysen and Trustee Belt refer to the Dearborn Policy and note a reference at 9-8: Short Term Disability. Paragraph four, language should be added "The terminated employee must furnish evidence of insurability of insurance in order to convert to a private policy." President Claeysen will with ask for clarification. The last paragraph is the "disclaimer" and needs to be left as written.

President Claeysen noted that when the review is completed, the policy manual will need to go through legal review and then to the Department Heads and Treasurer Karen Melloch for review.

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.

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: Trustee Schroeder reminded all about the Adult Moonlight Bowl at Cherry Bowl January 31, 2015. Registration is at six. All are invited to attend.

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ADJOURNMENT: President Jim E. Claeysen entertained a motion to adjourn. Trustee Belt moved to adjourn at 8:20PM. Trustee Schroeder seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Dana Ward, Village Clerk.

Minutes reviewed by President Jim E. Claeysen on January 28, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
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MONDAY, JANUARY 26, 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. Continue discussion and review of the newly proposed Personnel Policies Manual (Employee Handbook).

ATTORNEY’S REPORT: JAMES STEVENS.

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

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PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.

BOARD COMMENTS:

ADJOURNMENT:

JEC (01-23-15)