

VILLAGE OF CHERRY VALLEY, IL
"SPECIAL" VILLAGE BOARD OF TRUSTEES MEETING
MONDAY, APRIL 27, 2015

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN "SPECIAL" SESSION ON THE 27th DAY OF APRIL, 2015.

PRESIDENT JIM E. CLAEYSSEN CALLED THE MEETING TO ORDER AT 7:58PM AND LED THE PLEDGE OF ALLEGIANCE.

A Roll Call was taken by Clerk Dana Ward.

STEPHEN APPELL	PRESENT	JOANN HUDSON	ABSENT
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.

ADOPT THE AGENDA: President Jim E. Claeysen entertained a motion to adopt the agenda. Trustee Hollembeak 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 regarding the proposed Personnel Policies Manual (Employee Handbook). The review was completed through Section 10-7, Court Appearance for a previous Employee. This evening's review will begin at 10-8: Leave of Absence without Pay. The Village Board will be referencing comments provided by the Personnel Committee dated June 23, 2014.

Section 10-8: Leave of Absence.

In item A, in sentence three and four, change "Village Administrator" to "immediate supervisor".

In item C, in the last line, change to read "...as determined by the Department Head or supervisor."

Trustee Schroeder left the counsel table at 8:05PM and returned at 8:09PM.

Trustee Belt asked to revisit Section 10-2: Sick Leave. In the second to the last paragraph, third sentence, it references "...every twenty (20) hours..." and questioned if this should be "20 days". President Jim E. Claeysen responded that he will check on this issue for clarity.

Section 10-9: Family Medical Leave of Absence (FMLA) Policy.

In item B, third paragraph, second sentence, it should be changed to read "...to be granted an FML, the employee...".

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In Item I, this does not address retirement benefits. This item needs further clarification and review. Does this section need to address retirement benefits? (Reference Section 10-9, item H, Benefits During Leave).

Section 10-10: Military Leave. Approved as written.

Section 10-11: School Conference and Activity Leave. Approved as written.

Section 10-12: Employee Blood Donation.

In the last paragraph, in sentence one, change “Village Administrator’s office” to “Department Head.”. In sentence two, change “the Village Administrator” to “...your Department Head or immediate supervisor.”

Section 10-13: Victim’s Economic Security and Safety Act (“VESSA”). Approved as written.

Section 10-14: Time off to Vote. Approved as written

Section 11: Employee Separation.

In item A, delete “Fire”.

In item B, in the last sentence, change “Village Administrator’s Office” to “Department Head or supervisor.”

In item C, change “Village President or Village Administrator” to “Department Head or supervisor.”

In item E, language needs to be changed to define the recall list: Referring to the Collective Bargaining Agreements regarding the Police Department (it’s 24 months) and for the Public Works Department (it’s 18 months). This item will need further review.

In item F, in the second paragraph, change “Village Administrator’s office” to “Department Head or supervisor”.

Section 11-2: Exit Interview. Approved as written.

Section 11-3: Final Pay and Benefit Issues. Approved as written.

Section 11-4: Consolidated Omnibus Budget Reconciliation Act (COBRA). Approved as written.

Section 11-5: Unemployment Compensation. Approved as written.

Section 11-6: Retirement Benefits.

In item A, paragraph two, in the first sentence, change “Non-sworn” to “All” and strike sentence two in its entirety. Language needs to be added: “Full time sworn in employees are generally included in the downstate Police Pension Fund (Article III).”

In the Acknowledgment pages and Appendices, especially D and E, there is a need for further review. It was also noted that a suggestion was made, (at a previous PERSONNEL meeting), to add Resolution 2013-05 Employee Recognition to the appendix. With a consensus of the Village Board President Jim E. Claeysen will work with staff to update the Employee Handbook and will supply a final redline copy for final review.

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Trustee Hollembeak ask for a review of the Nepotism clause referred to in Section 2-8. President Claeysen stated that his notes indicate that there is a "need to grandfather for current employees". Trustee Hollembeak would like to strike the last paragraph which reads, in part, "It shall also....approved by the Corporate Authorities by motion." Much discussion ensued. President Jim E. Claeysen recommended changing language in the first line: Take out "...regular part time...". This sentence will then read "It is the Village's policy that immediate relatives will not be employed in regular full-time positions where:...". The trustees agreed to this proposed language change. Trustee Hollembeak reminded the Village Board that the Employee Handbook is a living, breathing document we can change if we have to.

With a consensus of the Village Board, President Jim E. Claeysen will work with staff to update the Employee Handbook and will supply a final redline copy for final review. President Jim E. Claeysen will meet with the Department Heads and Clerk for a final 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: None.

ADJOURNMENT: President Jim E. Claeysen entertained a motion to adjourn. Trustee Belt moved to adjourn at 9:10PM. 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 May 11, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
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MONDAY APRIL 27, 2015
7:45 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:

PUBLIC COMMENT:

TREASURER’S REPORT:

PRESIDENT’S REPORT: JIM E. CLAEYSSEN.

1. Continued Village Board discussion regarding the proposed Personnel Policies Manual (Employees Handbook).

ATTORNEY’S REPORT: JAMES STEVENS.

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

EX-OFFICIO’S REPORTS:

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PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON

EXECUTIVE SESSION:

RECONVENE TO OPEN SESSION:

BOARD COMMENTS:

ADJOURNMENT:

JEC (04/23/15)