

**VILLAGE OF HINCKLEY
PERSONNEL COMMITTEE MEETING—MINUTES
OCTOBER 19, 2017**

CALL COMMITTEE MEETING TO ORDER: Meeting was called to order by Chairperson Clark at 7:00 PM.

PRESENT: Chairperson Christine Clark, Trustees Chuck Rifiorgitte, Joe Diedrich and Michael Constant. Quorum established.

ABSENT: None

PUBLIC COMMENT: None

DISCUSSION: Job Duties/Descriptions for Village Administrative Assistant, Public Works Supervisor and Public Works Assistant Supervisor

Chairperson Clark lead the discussion regarding job descriptions as follows:

- The Job Summary includes a high-level overview of what each position entails.
- The Position Context and Essential Duties and Responsibilities then describes in greater detail what is required to perform this role.

All members of the Committee agreed with the details of each role and the descriptions and responsibilities laid out.

It was noted that the Village Administrative Assistant role should also be reviewed by Village Treasurer, Dave Maroo for any additional requirements or elimination of certain task.

DISCUSSION: Full-Time Police Officer Job Opening

Chief Everhart lead the discussion regarding scheduling and the need to fill the vacated full-time Police Officer position.

One resume has been supplied to the Committee thus far from Chief Everhart and the Chief spoke regarding the potential candidate's qualifications and achievements and why this person should be considered to fill the full-time position.

Trustee Constant asked several questions of Chief Everhart regarding scheduling, and how are necessary hours covered with current staffing. The Chief replied that there are pockets of time where there is no coverage, and it is difficult for her to require the current part-time officers work certain schedules.

Trustees Diedrich and Rifiorgette also posed several questions and scenarios regarding current scheduling as well as re-working the current schedule to eliminate coverage times that are least needed (i.e. 7:00 am Sunday mornings).

Chairperson Clark also requested Chief Everhart to go back to a Monday to Friday schedule (currently Chief is off on Fridays), which would help with scheduling challenges.

The discussion was left requesting Chief Everhart provide a schedule that would cover necessary times and days with current staffing and the Committee will review and compare options between not filling the open position or potentially filling the position.

DISCUSSION: Increase hours for Daniel Roop

Chairperson Clark led the discussion for the potential to allow Daniel Roop work more than two hours per week, should the need arise.

Upon initial hire, Daniel Roop was limited to two or three hours a week to assist with computer needs within the office. Daniel has requested approval to work more than two hours a week, should the need arise (emergency situations, additional computer work needed, assist the Village Clerk as needed, etc.).

The Committee agreed this would be acceptable to bring to the Board for a vote to allow Daniel Roop to work more than two hours per week, as needed.

NEW BUSINESS

None

OPEN DISCUSSION

Chairperson Clark brought up the fact that Christmas Eve falls on a Sunday this year, and per the Employee Handbook, this is a paid holiday. Since the next day is Monday, Christmas Day, the Committee agreed to observe Christmas Eve on Friday, December 22nd, 2017 for all Village Employees (excluding Police Department).

ADJOURNMENT

The meeting was adjourned by unanimous voice vote at 8:39 PM.

Christine Clark, Chairperson
Personnel Committee

