

Village of San Jose
Closed Session Meeting Minutes
December 14, 2015

Allen made a motion, 2nd by Nolan, to go into closed session per 5 ILCS 120/2 (c) (2) (14) at 9:17 pm. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

2. Allen explained that the original salary offered to Albers was figured incorrectly and showed the board the reconfiguration of the proposed salaried amount. The new proposed salary is \$1131.26 per month plus \$365.00 per month for the required paperwork for a total monthly salary of \$1496.26. This offer is still pending Albers agreeance.

Allen handed around the employee evaluation that had been submitted by Albers, evaluating McCormick's performance since taking over helping with the water & sewer daily operations. Based on the favorable performance evaluation, Allen proposed to increase McCormick's pay by 2%, taking it to the full 5% that was discussed in previous meetings.

It was decided by the board that all employee evaluations will be done before the raises are considered in March of 2016.

Recommendation:

Give McCormick an additional 2% pay increase in his hourly salary beginning with the December 21, 2015 payroll.

1. The board reviewed the four applications as submitted for the position of part-time village maintenance person. One application was immediately discarded due to a criminal history. The three remaining applicants, Joey Larmore, Russell Hancock and Richard Reiners, were discussed. There were questions regarding Russell Hancock's previous employment with the village and his terms in which he left his prior position with board members voicing their concerns and opinions towards these matters. It was discussed that Larmore has previous experience with office cleaning which would allow for two positions to be combined. It was also pointed out that Richard Reiners is currently doing our mosquito abatement for the village which could also allow for the combining of positions of employment.

There was discussion pertaining to sending a letter to Randy Conrad in regards to no longer needing his services in the position of PRN maintenance employee due to combining of positions.

There was discussion pertaining to sending a letter to Mary Conrad in regards to the elimination of the cleaning position with the village. Smith questioned why the elimination of M. Conrad's position with the answer discussed being that the cleaning position would be combined in with the part-time maintenance person's job description moving forward.

The board discussed the hours in which a part-time employee would be allowed to work and the procedure if McCormick needed the employee to work more hours than previously set.

McCormick was asked to join into the closed session. Allen reviewed the performance evaluation, as submitted by Albers and reviewed by Allen, with McCormick. McCormick was asked to obtain his mosquito abatement licensing by April of 2016. There was a discussion about the schedule that McCormick would like to have the part-time person working. The board explained to McCormick the number of hours being allotted for the part-time maintenance to not exceed twenty (20) hours within a given week and if more hours were needed, board member or mayor approval would be needed. The board also advised McCormick that there would be an additional two (2) hours given to the part-time employee for cleaning one of the buildings weekly.

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Joey Larmore was asked to join into the closed session. The board extended an offer of part-time maintenance employee with the village to Larmore. Larmore accepted the offer. The board explained about the hours being allowed for work and the expectations that are set out for this position.

Recommendations:

1. Hire Joey Larmore to the position of part-time maintenance giving him a total of 22 hours per week at a pay rate of \$11.00/hours with the understanding that two hours per week will be for cleaning of village buildings.
2. Hire Richard Reiners to the position of PRN maintenance giving him hours only when needed at a rate of \$10.50/hour.
3. Send letters of appreciation and release from employment to Randy Conrad, for his PRN work and Mary Conrad for her cleaning position with the village.

Smith asked what the status was with Officer Suprunowski. Allen and Coon explained the lack of attendance issues and scheduling conflicts that Suprunowski had been inflicting on Cupi since his hire. After a discussion pertaining to this subject the board reached the following recommendation:

Recommendation:

Suprunowski is to be terminated immediately from his position as police officer with the village if he alters his shift in any fashion or if he misses one more shift for any reason. If Suprunowski is still employed by the January 18, 2016 board meeting, this matter is to be reviewed again at that time.

Due to no further discussions being needed that require privacy through a closed session, the board exited closed session at 10:10 pm.