

Allen made motion to enter into closed session, with 2nd from Coon, at 8:10 pm per 5ILCS 120/2 (c) (2) (14). **Roll Call Vote: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye** **Motion Carried**

1. Allen reported on the issues that had arisen with Maintenance Supervisor Conrad's attendance. Allen explained that Conrad went on vacation from November 9-12, 2015 and did not clear the days off with any board member. Allen explained that Conrad had sent Maintenance McCormick a text message on the day prior to his leaving stating that he would be back on Thursday however, Conrad did not report for work on Thursday (12th) either. Allen questioned the board members if anyone had prior notice or if they had given prior authorization for this vacation to which none of the board members had approved any such vacation days for Conrad. Allen explained that it was her opinion these days were considered no call/no show days to which many of the board members agreed with her opinion. Smith also pointed out that on the 13th Conrad only notified Clerk Coon via text message that he would not be reporting for work that day either and asked Clerk Coon to explain what the text message had entailed and the events of the 13th which are as follows: On November 13th Clerk Coon found smoke in the garage at two separate times so the fire department was called to investigate the smoke. Conrad responded, after being called by Clerk Coon, and clocked in for the investigation of smoke. Conrad brought PRN maintenance worker R. Conrad with him for the investigation of the smoke and allowed R. Conrad to clock in for the time during the smoke investigation also. Smith and Allen explained the problems that had been arising with Conrad calling on the PRN worker versus calling the part-time worker McCormick on other occasions even after being instructed by Smith at a prior meeting the proper procedure for calling in workers for overtime hours. There was a discussion pertaining to the hours of working which was tabled to be discussed during open session. There were opinions and concerns voiced over Conrad abusing his authority and his general poor attitude towards board members, fellow employees, citizens and vendors/contractors. Allen reported that during the aforementioned vacation, Conrad also took the village issued cell phone with him out of town for this vacation. Allen explained her opinion regarding this with other board members agreeing with her opinion of the cell phone being village issued for emergencies in the village and it should not be taken out of town while the employee is on vacation.

There were several opinions and facts discussed pertaining to the employment status of Conrad to include various possible reprimands and possible termination. After careful consideration by all board members it was decided that Conrad had failed to report to work for four consecutive days and failed to contact any board member or the mayor in regards to obtaining approval for a vacation or four consecutive days of "no-call/no-show". As a result of this decision the board of trustees agreed with a recommendation to terminate Conrad's employment with the village of San Jose and to deny any attempts to obtain unemployment compensation.

Conrad was contacted and asked to report to village hall. Conrad arrived at 8:51 pm and Mayor Worlow addressed Conrad explaining that his employment would be terminated based on the four consecutive days of "no-call/no-show". Conrad was asked to surrender his keys and the village supplied cell phone immediately. Conrad was given time to remove personal pictures and contacts that were contained on the cell phone.

A discussion pertaining to eliminating the PRN position was tabled to an open session meeting in the future.

2. Clerk Coon handed out closed session minutes dated August 25, 2015 & October 19, 2015 for consideration of approval. After review, the board recommended that both minutes be approved.

Nolan made motion, with 2nd from Allen, to exited closed session given there was no further business needing confidential discussion. Exited closed session at 9:13 pm.