

Village of San Jose
Special Board Meeting Minutes
November 23, 2015

Regular Board Meeting called to order by President Worlow at 7:00 pm. Meeting was held at Village Hall, 309 S. 2nd Street San Jose, Illinois.

Roll call taken: Present: Tibbs, Skelton, Nolan, Allen, Coon and Smith

Also in attendance: President Worlow, Clerk Coon, Attorney Bosich, Chief Cupi, Engineer Burris (7:10 pm); Maintenance McCormick and five (5) citizens.

Meeting agenda was posted more than forty-eight hours in advance of the meeting on the outside and inside bulletin boards at Village Hall and is attached to and made part of the minutes.

2. McCormick reported that the previously voted on 2001 International 4900 truck would not be sold with any form of warranty. There was then discussion about purchasing a new truck, plow and spreader. The monies available for such a purchase were covered. There were opinions voiced over the purchase of a gasoline truck versus a diesel truck. Nolan made a motion, with 2nd from Coon, to allow Maintenance McCormick to purchase a gasoline Ford F350 truck new from Landmark Ford in Springfield, IL and to purchase a plow and spreader as presented from Jack's. **Roll Call Vote: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

1. Burris handed out paperwork showing the estimated cost of maintenance for the repairs needed on 5th Street and one day of spray patching as his proposal for the 2016 MFT program. Burris reviewed the costs associated with this proposal which totaled \$7754.25 not including engineering fees with a total for the proposed 2016 MFT program being \$8554.25. There was discussion pertaining to the work to be done in this proposal. Burris was instructed to draft a revised proposal and submit it at the December 14, 2015 regular board meeting for review and consideration for acceptance.

3. The employee handbook revisions were discussed. Allen explained her proposed revisions on several pages. Clerk Coon was given revisions to be made to the employment portion, hiring portion, leave policy, personnel files portion, hours of work, conduct, personal time, hours of operation and change or remove any mention of a "supervisor" in the entire handbook. There were discussions about the holiday pay, employee evaluations, and accrual of vacation hours, work hours, and repayment of testing for new hires that do not remain working for the village of their own decision. Smith pointed out that the handbook only pertained to Maintenance personnel, not the clerk, treasurer or Water Superintendent. It was also noted that the police handbook which contains general orders and personnel matters is in the process of being revised and will be reviewed and considered by the trustees once the revisions are done by the chief. Allen proposed the use of a "time-off request" form and showed an example of said form as well as an example of an employee evaluation form to be used. Clerk Coon was to make the listed revisions to the maintenance employee handbook and distribute to the trustees for review and discussion at the December 14, 2015 regular board meeting.

4. There was a general discussion pertaining to the hiring process as it pertains to the police officers. It was agreed that all candidates must be approved and voted on by the entire board before they are allowed to work. There was an exact process discussed and agreed upon by the board which ended with Allen making a motion and Nolan 2nd to approve and implement the following hiring process for the police officers:

1. All applications will be reviewed by the Police Chief with qualifications and background checks being completed at this point.
2. The Police Chief will then make recommendations to the Police Committee who will meet and conduct the interviews with the candidates.
3. The Police Committee will report to the Board of Trustees at a regular or special meeting of their recommendation(s) for hire.
4. The Board of Trustees will put to vote any candidate applications being presented, taking into consideration the recommendation of the Police Chief.
5. All votes for new hires will need to pass by a 2/3 majority vote of the Trustees so seated.

Roll Call Vote: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried

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There was a discussion pertaining to using the same hiring process for any maintenance employees given the fact that all water and sewer matters are taken care of through Water Superintendent Albers' licensing. The general consensus of the board was to implement the following hiring process for the maintenance personnel:

1. All applications will be reviewed by the Water Superintendent with qualifications and background checks being completed at this point.
2. The Water Superintendent will then make recommendations to the Water & Sewer Committee who will hold meet and conduct interviews with the candidates.
3. The Water & Sewer Committee will report to the Board of Trustees at a regular or special meeting of their recommendation(s) for hire.
4. The Board of Trustees will put to vote any candidate applications being presented, taking into consideration the recommendation of the Water Superintendent.
5. All votes for new hires will need to pass by a 2/3 majority vote of the Trustees so seated.

There was a short break taken.

Allen made motion, with 2nd from Tibbs to enter into closed session per 5 ILCS 120/2 (c) (2)(14) at 8:18 pm

Roll Call Vote: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried

Returned from closed session at 9:27 pm

5. Allen made a motion, with 2nd from Nolan, to enforce the recommendations as they were made during closed session.

Roll Call Vote: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried

6. The closed session minutes that were on the agenda to be discussed were postponed to the regular board meeting to be held on December 14, 2015.

Allen made motion to adjourn with 2nd from Smith.

Meeting adjourned at 9:29 pm