

CALL TO ORDER

Mayor Lentz called the Executive Session to order at 8:32 PM.

Motion to convene the Executive Session Meeting to discuss personnel pursuant to 5 ILCS 120, Section 2(C)(1).

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dawn Abernathy, Trustee
SECONDER:	Holly Kim, Trustee
AYES:	Norton, Rekus, Russell, Abernathy, Kim, Semple

ATTENDANCE

Board Attendance

Clerk Timmerman took the roll. It indicated the following:

Board Attendance

PRESENT: Trustees Abernathy, Kim, Norton, Rekus, Russell and Semple; Mayor Lentz

ABSENT: None

Village Attendance

PRESENT: Assistant Village Administrator Flynn, Village Administrator Lobaito, Human Resources Director Maley and Attorney Marino

ADMINISTRATION UPDATE

Assistant Administrator Flynn informed the Board that he is having surgery on August 2 and expects to return to the office on September 6.

Administrator Lobaito reported that Assistant Administrator Flynn is targeting a retirement date of May 30, 2017. He explained that in anticipation of this, the replacement process has begun and will be gearing up in the fall, with the following timeline: interviews before the end of the year, bringing a name to the Board in February and a start date in March to provide for a 3-month overlap with Assistant Administrator Flynn. He added that intern Jonathan Kellogg will be increasing his responsibilities until he returns to college.

Trustee Abernathy inquired about filling the vacancy created by Amanda Orenchuk's promotion to Community Development Director. Human Resources Director Maley reported that she will start the process tomorrow.

Trustee Rekus asked if an executive search firm will be used for the Assistant Administrator position. Administrator Lobaito replied that this has been done in the past with varying degrees of success and added that it is preferable to avoid incurring that expense.

Administrator Lobaito and Assistant Administrator Flynn departed the meeting at 8:44PM.

VILLAGE ADMINISTRATOR'S PERFORMANCE EVALUATION 2015

Mayor Lentz provided an overview of Village Administrator Lobaito's Performance Evaluation, including Strategic Planning items/goals from October of 2015, items/goals suggested by trustees and Administrator Lobaito's own items/goals. It was discovered that the incorrect evaluation was included in the packet (previous year instead of current year). Mayor Lentz departed the meeting at 8:50 to obtain the correct evaluation and Trustee Semple continued the overview. Mayor Lentz returned at 8:56 and stated that he would provide the correct evaluation to the Trustees via email.

Mayor Lentz stressed the importance of providing feedback to Administrator Lobaito regarding the Board's priorities for him. Trustee Abernathy agreed, stating that all trustees should be touching base with Administrator Lobaito periodically.

Human Resources Director Maley stated that it has been the practice of the Village to pay its employees in the third quartile (50-75th%) based on survey data from statutory comparable communities. These salaries are reviewed annually for non-bargained employees and an adjustment is made if the salary range falls below the 50th%. She also explained the Department Head Differential, where a Department Head should receive a base salary minimum of 15% above the base pay of the highest paid employees regularly supervised, provided the Department Head's performance evaluation warrants same. She reported that Administrator Lobaito's pay has fallen behind due to his self-imposed pay freeze for six years during the recession and now falls in the 44th% of comparable communities. She also noted that his current salary does not meet the Department Head Differential (only 9% higher). With this in mind, Director Maley recommended a 4% merit increase to the base salary, bringing it to \$179,462. She reported that this will put the salary at the 56th% and raise the Department Head Differential to 14%.

A discussion followed on the salary recommendation. Trustee Russell gave his support but expressed reservations about complaints from residents who are on fixed incomes. Trustee Semple commented that the raise is very appropriate compared to local school superintendents' salaries. Trustee Rekus inquired about the raise possibly being tied to results. Mayor Lentz commented that he is constantly astounded at the breadth of Administrator Lobaito's knowledge.

Mayor Lentz sought and received consensus from all trustees for the recommended raise.

Attorney Marino clarified that an amendment to Administrator Lobaito's contract will be required.

Referencing Trustee Rekus' comment about raises being tied to results, Director Maley next reported that she wanted to "plant a seed" regarding department heads being moved to a merit-based pay schedule, stressing that the Village does not want talented employees to leave for higher salaries elsewhere. She explained that pay would be based on meeting goals rather than on automatic COLA raises. She added that the Village has been stuck in the step plan, which means employees top out on steps with the Village's hands then being tied on compensation. She reminded the Board that this is merely looking ahead to the next budget year.

Trustee Abernathy asked about the protocol for establishing criteria and goals. Director Maley replied that these would be established by individual department heads and Administrator Lobaito.

Trustee Rekus asked if a tax increase would be required to pay for a change like this and Director Maley assured the Board that no tax increase would be needed to implement a merit-based pay schedule.

Mayor Lentz advised the Board to consider the cost of having the wrong person in a position.

Director Maley departed the meeting at 9:31PM.


Mayor Lentz and the Board returned to and completed the discussion of the 16 items/goals trustees had provided for Administrator Lobaito.

ADJOURNMENT

Motion to adjourn the Executive Session

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dakotah T. Norton, Trustee
SECONDER:	Holly Kim, Trustee
AYES:	Norton, Rekus, Russell, Abernathy, Kim, Semple

The Executive Session was adjourned at 9:58PM.



Village Clerk