



draft

Administration Committee- Meeting Minutes
March 2, 2017

CALL TO ORDER: 4:43 by Trustee Liddle

ROLL CALL:

<p><u>Committee</u> Trustee Liddle (Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barry Trustee Barker(Co-Chair) Trustee Guzzo</p>	<p><u>Staff</u> Manager May - Liason Finance Director Parker Police Chief Gunther Communications Dir McIntyre Fire Chief Weiss PW Director Ramsey Asst Finance Director Olsson Deputy Clerk Richards Deputy Fire Chief Riley HR Director Crane PT HR Generalist Kosman Deputy Liquor Commissioner Mulhearn CD Director Ziegler Econ Dev Director Forssberg</p>
<p><u>Guests</u></p>	<p>Aadil Kamran</p>

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: January 5, 2017 minutes - a motion Trustee Addington and seconded by Trustee Barry. All ayes.

UNFINISHED BUSINESS: There was no unfinished business at this time.

NEW BUSINESS:

- A. New Employee Introduction** - HR Director Crane introduced her new employee, PT HR Generalist Carolyn Kosman. Carolyn spoke of her college and HR experience.
- B. Community Branding Initiative** - This item was postponed.
- C. Village Board Agenda Item of Business** - Manager May reviewed the current order of business, the procedures listed in the code versus what we currently do, and how we should change the code to reflect the procedure. Two items in question, removal of an item from the consent agenda and the report section. Discussion of the removal of an item from the consent agenda being placed at the beginning and not at the

end of new business. Trustee Addington asked why it stated to be put at the end? Manager May stated that the ordinance was written that way when the consent agenda was passed. Trustee Barry asked if consent agenda items could be tabled for a later meeting, and the answer was yes. The removal of report items from the manager and attorney to be removed as neither has reports at the meetings. This item will be put up to vote at a future board meeting.

REPORTS

- A. **Chairperson** - Nothing at this time
- B. **Village Manager** - Nothing further at this time.
- C. **Human Resources** - Report was handed out at the diais.
- D. **Deputy Liquor Commissioner** - Background checks on new hires and license applicants have been steady. Tonight's agenda has three massage applicants.
- E. **Clerk's Office** - Statement of Economic Interest is due on April 30th.
- F. **Communications** - Introduced Hinsdale Central student, Aadil Kamran, who is shadowing tonight to learn about Village Government.
 - Branding initiative - Stephanie Wosaki is the core volunteer and she was unable to make the meeting tonight. Strategy update will be forthcoming.
 - Sister City program will have a presentation at Lions Club in April.
 - 100th Anniversary Committee meeting was last week and interviews with long time residents went well. Should be edited and released soon. A former Mayor roundtable interview will be filmed this summer.
 - Community Communications Committee meeting this week was 90 minutes. Similar to Public Information Committee but this will meet on a monthly basis to provide synergy with each other to give information to the public.
 - Mayor Gunter asked that the O'Connor family that owned Stop and Chat be interviewed as a family - there were 9 children. Would be an interesting perspective with a large family and a business growing in Westmont. Larry asked if anyone had contact? Multiple responses that the family was still local and very involved in Montini High School.
- G. **IT** - Gave an update on the ERP software review sessions that staff participated in.
 - Tuesday was the dispatch switchover to Addison. Went without a hitch.
 - Time Clock/Scheduling software will be finalized in the next few weeks.
 - Mayor asked when the interviewing of the software will be done and the implementation move forward?
 - Glen said there were still some questions to research on modules.
 - Hope for a contract before the end of this fiscal year.
 - Implementation will take at a minimum a year and four months.
 - Payroll cut over would probably be next year, 2018.
 - Mayor complimented the staff on sitting through the software discussions.
 - Manager May remarked that Glen and Spencer sat through 100% of the presentations, while the rest of the staff sat through their departments relevant topics.

ADJOURN 5:09 p.m. (next meeting scheduled May 25, 2017) Motion by Trustee Addington seconded Trustee Barker, all ayes.