

MINUTES
Administration & Legal Committee
August 22, 2017 – 7:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Pannitto, Chair
M. Mangin, Village Trustee
C. Berg, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager
P. Carr, Interim Assistant Village Manager
P. Connelly, Village Attorney
T. Woolfalk, Commission Secretary

Item #1 - The meeting of the Administration and Legal Committee Meeting was called to order at 7:55 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON AUGUST 1, 2017 – Motion was made by Trustee Pannitto, seconded by Trustee Berg, to approve the minutes of the Administration and Legal Committee Meeting held on August 1, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

Item #3 – DISCUSS HIRING INFORMATION TECHNOLOGY (I.T.) MANAGER - Village Manager Dave Niemeyer provided an overview of expectations about the position of Information Technology Manager was budgeted. The staffing study recommended the position. The Village is significantly understaffed in this area with three (3) employees, compared to an average of 5.25.

There are several reasons for the recommendation as noted in the study:

- It would provide a management position focused exclusively on IT, which would ensure that this function gets the necessary focus to provide a high level of service internally and lead the Village in a more accessible, citizen-friendly approach to digital technology.

- It will provide a dedicated management position able to lead and delegate the management of new software implementation along with maintaining current software and hardware systems.

- It will provide additional staffing to address the service level issues related to responsiveness and timely support which were identified in the internal customer satisfaction survey.

It is suggested that the position be placed under the Assistant Manager's office to guide expected efforts. The IT Manager will work with internal and external stakeholders to develop and encourage innovative best practices in local government administration with the goal of fostering a culture of innovation within the Village of Tinley Park.

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A discussion ensued regarding the quality of the individual the Village is looking for and the expected salary. Trustee Mangin stated that he believes the expected salary of \$110,000 per year is in the salary range for an experienced IT Manager, he believes this is a critical position to fill. Trustee Pannitto concurs.

Item #4 – DISCUSS ORDINANCE AMENDING THE CONSENT AGENDA - Trustee Pannitto would like to discuss the sections of the code dealing with staff appointments and letters of credit.

Village Attorney Pat Connelly reminds Trustees that the Consent Agendas are their Boards' Consent Agenda and can be set to their liking. The codes were amended to allow items of a routine nature that were unanimously approved by a Committee. Attorney Connelly suggests that the best way to define routine is to define what is not routine. Attorney Connelly reminded the Committee that Board members can pull items off the consent agenda and vote on them separately. He explained letter of credit and noted that these should be monitored in a timely manner. Trustee Mangin noted the checks and balances for letters of credit should be within the Village. After discussion regarding letters of credit the Committee decided to continue to proceed in the same manner as they have in the

A discussion ensued regarding what should be defined as routine. Attorney Connelly stated that for the next Village Board meeting all language will be consistent with current ordinance but the item "appointment of officers" will be removed. The following items will be placed on the Consent Agenda; routine items to be placed on the Consent Agenda that are unanimously approved by a standing committee except for: expenditures of more than \$50,000; items related to zoning matters; and items that are approved at a Committee meeting held immediately preceding a Village Board meeting.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Pannitto, seconded by Trustee Mangin, to adjourn this meeting of the Administration & Legal Committee. Vote by voice call. Chairman Pannitto declared the motion carried and adjourned the meeting at 8:18 p.m.

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