

Minutes of the Executive Session  
June 15, 2021, 7:00 p.m.  
Special Village Board Meeting – Village Hall of Tinley Park  
16250 S. Oak Park Avenue, Tinley Park, IL

Motion was made by Trustee Brady, seconded by Trustee Brennan, to adjourn to Executive Session at 8:18 p.m. to discuss the following:

- A. THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.**
- B. COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES.**
- C. THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED.**

The Village Clerk announced that this Executive Session is now being recorded.

This meeting was conducted pursuant to Governor Pritzker's disaster proclamation and Public Act 101-0640, which amends requirements of the Open Meetings Act due to the COVID-19 pandemic. Pursuant to the same, the Village Board finds that it would be impractical to conduct an in-person meeting with all members present. All Elected officials confirmed were present.

A roll call was taken:

In attendance, responding to roll call:

- M. Glotz, Village President
- K. Thirion, Village Clerk
- W. Brady, Village Trustee
- W. Brennan, Village Trustee
- D. Mahoney, Village Trustee
- M. Mueller, Village Trustee
- C. Sullivan, Village Trustee

Board Members Absent: D. Galante, Village Trustee

Others Present:

- D. Niemeyer, Village Manager
- P. Carr, Assistant Village Manager
- A. Brown, Asst. Village Treasurer
- K. Clarke, Community Development Director (Depart 8:41 p.m.)
- H. Lipman, Assistant to the Village Manager
- T. Condon, Village Attorney

## Personnel

**Community Development Staff** – Ms. Clarke presented a plan to restructure the Community Development Department based on the future needs and trends of the department. Many of those changes have been implemented however, some assumptions were made when COVID presented itself as a serious impact on our nation that has not come to fruition. There was an assumption that building permit activity would drastically decrease. On the contrary, residential building permit levels stayed the same and began to rise. The number of building permit requests received by the Village has doubled from May of 2020 to May of 2021.

Ms. Clarke recommends promoting Barb Balzerzack to Building Permit Tech, immediately to help the current workload. This would allow the Village to keep Ms. Balzerzack's customer service expertise and still have strong permit technicians as well. This recommendation has changed since I last spoke to the board. Over the past year, Ms. Balzerzack has demonstrated professionalism, experience, care for her job and those she works with even after her position was reduced in hours. She has offered to help train a new employee and take on more hours when needed. Understanding the strengths and weaknesses of our team, I feel this recommendation helps compensate for moving the supervisory role to the Building Official position and outsourcing of plumbing and electrical inspections. More importantly, it will improve team morale and help us towards meeting the demands of the community. Ms. Balzerzack's pay would be approximately \$25 an hour, which is on the lower end of the Building Permit Tech pay scale.

Trustee Mueller noted that this will assist in building permits to get out faster. He asked Ms. Clarke what will happen with the Civil Service position that will be left open with the promotion of Ms. Balzerzack. Ms. Clarke stated the Civil Service position will be eliminated.

After discussion it was the consensus of the Board to direct staff to promote Barb Balzerzack to the position of Building Permit Tech.

**Finance Department Personnel Structure** – Mr. Brown presented a staffing plan for the Finance Department with the retirement of Treasurer Bettenhausen. He stated the Finance Department has gone through changes over the past three years that have brought new faces to the organization and a pandemic that lessened staff. There is more transition on the horizon to meet the needs of the community and organization.

Currently, the Finance Department is seeking to fill the Senior Accountant vacancy internally and the staff accountant vacancy the promotion will create. Three qualified candidates from the current staff have applied for the Senior Accountant position. Staff intends to hire one staff accountant so long as one exists in the pool of applicants that fit the need and abilities of the department. If the candidate pool is deep and more than one applicant fits the criteria. The intention is to extend two offers to candidates. This is due to the domino effect that will take place after Treasurer Bettenhausen's retirement on June 30, 2021.

Staff is recommending to promote Eileen Scholz to Assistant Treasurer. Mr. Brown noted that Ms. Scholz intends on retiring in the next year or so. Ms. Scholz would be able to train and instill historical knowledge onto the Senior Accounts. This promotion creates another vacancy in the Senior Accountant position. An offer would be extended to the internal candidate who finished second in the current search.

The Accountant II position will be extended to the remaining candidate from the Senior Accountant pool. This would bring the back-office Finance Department staff almost full, leaving only a single vacancy for Senior Accountant, that staff recommends not filling at this time.

Trustee Brennan stated concerns with filling the Assistant Treasurer position, noting that this position has been difficult to fill in the past. His concern was with promoting Ms. Scholz as she is planning to retire within the next year. Mr. Niemeyer stated that once we get a definitive date of retirement from Ms. Scholz we can start the recruitment for the Assistant Treasurer.

**Civil Service Commission Attorney** – Mr. Niemeyer stated that an attorney was appointed to the Civil Service Commission and asked Mr. Carr to discuss the reason this was done at the Village Board meeting held prior to this meeting. Mr. Carr stated that there is a 911 Operator who is on administrative leave at this time for violating the terms of the last chance agreement. She is in the process of termination with Civil Service. Ms. Lipman noted that there have been approximately sixteen (16) violations in this employee's file.

### **Collective Bargaining**

**Local 150 Negotiation Update** – Mr. Niemeyer presented an update of collective bargaining negotiations with Local 150. He stated that the Village and Union have agreed on the double step issue. The Union has agreed to withdraw the grievances, including Morrie Laphen's grievance.

The Union asked for a me-too clause for wages, stating that if administrative staff receives more than two percent (2%) Local 150 Union employees will be entitled to this amount. Mr. Niemeyer recommended that the Board say no to this clause.

After discussion it was the consensus of the Board to direct staff to move forward with this agreement without the me-too clause.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to adjourn this Executive Session and return to the Special Village Board meeting. Vote on roll call: Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Glotz declared motion carried and this Executive Session was adjourned at 8:56 p.m.

Motion was made by Trustee Brennan, seconded by Trustee Brady, to adjourn the Special Village Board meeting. Vote on roll call: Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Glotz declared motion carried and the Regular Village Board meeting was adjourned at 8:56 p.m.

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