

CITY OF TROY
ADMINISTRATIVE AND COMMUNITY SERVICES COMMITTEE
MEETING MINUTES

Tuesday, February 21, 2023, 5:30pm

MEMBERS PRESENT: Elizabeth Hellrung (Chair), Sam Italiano, Tony Manley (sub), Nathan Henderson (sub)

MEMBERS ABSENT: Dan Dawson, Debbie Knoll

OTHER CITY OFFICIALS PRESENT: Mayor David Nonn, City Administrator Jay Keeven, Clerk Kim Thomas, Asst. Police Chief Chris Wasser, Public Works Director Rob Hancock, Building & Zoning Administrative Coordinator Linda Taake.

Chair Hellrung called the meeting to order at 5:32pm and roll call was taken. She announced that Tony Manley is subbing for Dan Dawson. Nathan Henderson is subbing for Debbie Knoll.

She then asked for a motion to approve the minutes of the previous meeting.

Motion: To approve the November 21, 2022 minutes as presented.

Moved by: Manley. **Second by:** Italiano. **Motion approved** by voice vote.

Public Comment – none

City Personnel Policy Manual Discussion

Mr. Keeven informed the committee that the manual has been on BoardDocs for about a month. He began working on amendments to the old policy 8-9 months ago. The last update to the manual was in 2011. There were no substantive changes to any employee benefits. Most of the changes involved inclusion of the FMLA (Family Medical Leave Act) and provisions for military leave. He used sample policies from the city's former insurance policy provider and language borrowed from another Madison County municipality. After the document amendments were complete, he sent to IPMG for review. Reviews were also accomplished by all department heads, city administrative staff, and union officials. The only issue brought up during review was the process for approval of secondary employment. Both current and proposed editions of the manual require city administrator approval, however, the proposed manual allows for appeals, which will go to the Administrative Committee for reconsideration. The committee recommends the city council approve the revised personnel policy manual. Mr. Keeven will draft a resolution.

Employee Survey

Mr. Keeven said a few council members asked about conducting a quality of life survey. He developed a survey using multiple sources. He is now presenting it to the Administrative Committee for their opinion. Results of the survey will be made public, however all submittals are anonymous. Completed surveys can be dropped off at the city offices or mailed to the city administrator. The committee thought this was a good idea and appreciate Mr. Keeven's efforts to improve working conditions for employees.

Motion: To enter into closed session IAW 5 ILCS 120/2(c)(1), Employment Compensation, and Performance of Specific Employees

Motion by Manley. Second by Italiano. Motion approved by a vote of 4-0

Ayes: Hellrung, Italiano, Manley, Henderson. Nays: None

The committee entered into closed session at 5:41pm.

The committee exited closed session at 6:20pm.

There being no further business, Chair Hellrung asked for a motion to adjourn the meeting.

Motion: To adjourn the meeting.

Moved by: Italiano. **Second by:** Henderson. **Motion approved** by unanimous voice vote.

Meeting adjourned at 6:20pm.

Kimberly Thomas

Kimberly Thomas, City Clerk

Minutes approved by committee: 3/6/2023