

MINUTES
Special Meeting of the Administration and Legal Committee
October 24, 2017 at 6:15 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

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

Members Absent: None

Other Board Members Present: M. Glotz, Village Trustee
K. Thirion, Village Clerk

Staff Present:

P. Carr, Assistant Village Manager
B. Bettenhausen, Village Treasurer
P. Connelly, Village Attorney
P. Hoban, Economic Development Manager
S. Malmborg, Planner
E. Weber, Planner
D. Framke, Marketing Manager
L. Valley, Executive Secretary
L. Godette, Deputy Village Clerk
L. Carollo, Committee/Commission Secretary

Item #1 - The Special Meeting of the Administration and Legal Committee was called to order at 6:34 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON SEPTEMBER 26, 2017
– Motion was made by Trustee Berg, seconded by Trustee Mangin, to approve the minutes of the Special Meeting of the Administration and Legal Committee Meeting held on September 26, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

Item #3 – DISCUSSION OF REQUEST FOR QUALIFICATIONS (RFQ) FOR AGENDA MANAGEMENT WITH CITIZEN PARTICIPATION - Village Clerk Thirion requested the Administration and Legal Committee's approval to seek qualified candidates to provide technology to assist the Village in creating an Agenda/Minutes Management System to include Citizen Participation.

The system should include the following:

- Ability to allow Citizen Participation in the final agenda packet via the Village website.
- Automated workflow system to prepare, track, modify, approve and monitor progress of agenda items.
- Easy to use search function for items no matter where they exist in the agenda process.
- Facilitate easy electronic posting and electronic communication using tablets, smart phones and other electronic devices.
- Ability to define both unique agenda templates for each meeting type.
- Ability to facilitate timely creation of minutes.

Village Clerk Thirion stated this would be a much needed upgrade and advantages including increased efficiency, elimination of a lot of staff hours and most importantly allow citizens to comment on agenda items prior to a meeting so that board members can research and address those issues. Trustee Mangin asked whether there are any other modules that would tie in to drive more technology. Deputy Clerk, L. Godette has been meeting with service providers and there are many modules that would tie in to expand technology throughout the Clerk's office. Trustee Berg asked if there are a lot of companies that do this and if it would take a long time. Deputy Clerk, L. Godette stated it should streamline the process; however, initially time will have to be given for staff to be trained.

Motion was made by Trustee Mangin, seconded by Trustee Berg, to recommend going forward with the RFQ to seek providers for an Agenda Minutes Management System with Citizen Participation. Vote by voice. Chairman Pannitto declared the motion carried.

Item #4 – DISCUSS APPOINTMENTS – Chairman Pannitto stated he requested this item be added to the agenda as he had questions regarding recent appointments. Chairman Pannitto then congratulated Pat Carr on his recent promotion as Assistant Village Manager and stated he had some questions for Mr. Carr. Questions and answers are as follows:

Chairman Pannitto:

Q: Have you resigned your position as EMA Director?

P. Carr:

A: No.

Chairman Pannitto:

Q: Are you planning to resign your position as EMA Director?

P. Carr:

A: No.

Chairman Pannitto:

Q: Are you deceased?

P. Carr:

A: No.

Chairman Pannitto:

Q: Have you been absent from your post as EMA Director?

P. Carr:

A: No.

Chairman Pannitto:

Q: In fact, you have been doing both jobs since May?

P. Carr:

A: Yes.

Chairman Pannitto:

Q: Can you continue to do both jobs?

P. Carr:

A: I hope to.

Chairman Pannitto:

Q: Do you plan to do both positions at least until it can be publicly advertised or an internal candidate can be groomed and promoted?

P. Carr:

A: I'm assisting right now...yes.

Chairman Pannitto:

Q: So, you can and will do both until we can publicly post and promote a candidate internally?

P. Carr:

A: Yes.

Chairman Pannitto:

Q: In your current position as Assistant Manager will you be in charge of the public safety functions of the Village?

P. Carr:

A: Administratively, no. The plan is that they will report to the Assistant Village Manager.

Chairman Pannitto:

Q: You will do the public safety part and the Manager will do the building and planning and economic development part?

P. Carr:

A: Correct.

Chairman Pannitto:

Q: Does that include EMA, your part?

P. Carr:

A: Correct.

Chairman Pannitto:

Q: Does the Village have the technology and people in place to allow you to do both jobs without interruption?

P. Carr:

A: Yes.

Chairman Pannitto:

Q: Did you create a succession plan?

P. Carr:

A: Yes.

Chairman Pannitto:

Q: Could you give me any details of that plan?

P. Carr:

A: Part of the process when I became involved with the 911 Center back in 2012, we reorganized the department, we promoted two (2) individuals to the Operations Manager and the Quality and Training Manager, two (2) able-bodied people, Lisa Kortum and Jackie Romanow. There were already established three (3) lead supervisors who have been attending classes and various professional development courses and just recently Lisa Kortum became a Registered Public Safety Leader, allowing her to run a 911 center; that was the intent of our plan as her and I discussed during that period.

Chairman Pannitto:

Q: Would there be any cost savings working with that plan?

P. Carr:

A: If you do not hire another department head director, yes you would have a cost savings.

Chairman Pannitto:

Q: About how much would that be?

P. Carr:

A: Approximately \$100,000.

Chairman Pannitto:

Q: Do you think there is a need to immediately review applicable federal state's statutes, ordinances, policies, procedures and provide guidance on coordinating and updating department practices to be consistent with current national best practices?

P. Carr:

A: That is done every day. I mean, we report to the county and the state. We are an accredited agency. If there are any changes, we are notified by the county and the state. We talk to the county a few times during the week, the state weekly and the federal government by submitting our reports and giving updates on the status of our organization.

Chairman Pannitto:

Q: Does anyone else on the Board or committee have any questions?

There were no questions.

Chairman Pannitto read the code that the appointment was made under: "In the event of the absence, resignation, death or inability to serve of the Coordinator, the Village President or any person designated by him or her shall be and act as Coordinator until a new appointment is made as provided in this section." Chairman Pannitto stated this is clearly designed for an emergency. It is not designed for promotion. Therefore, this appointment is invalid.

Motion was made by Chairman Pannitto, seconded by Trustee Berg to direct staff to halt or rescind any offer from being presented to any candidates.

Motion was made by Chairman Pannitto, seconded by Trustee Berg to direct the Attorney to instruct the Mayor that the Administrative and Legal Committee has deemed his appointment to be invalid.

Motion was made by Chairman Pannitto, seconded by Trustee Mangin to direct the Attorney to draft an amendment to all ordinances governing appointments to require prior approval of the Village Board.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC – Mike Paus commended Chairman Pannitto on being thorough on the issue of the 32.096 code needing to be clear.

Mike Stuckly thanked Chairman Pannitto, Trustees Mangin and Berg for thinking through the issue of the 32.096 code.

Wilma Penny stated that she believes an emergency appointment should be temporary until the individual is vetted and background checks are done. Also, there should be a succession plan in place.

ADJOURNMENT

Motion was made by Trustee Mangin, seconded by Trustee Berg, to adjourn the Special Meeting of the Administration and Legal Committee. Vote by voice call. Chairman Pannitto declared the motion carried and adjourned the meeting at 6:54 p.m.

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