

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE GURNEE VILLAGE BOARD**

**GURNEE VILLAGE HALL
JUNE 27, 2016**

Call to Order

Mayor Kovarik called the meeting to order at 7:00 p.m.

Other Officials in Attendance

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator/Community Development Director; Scott Drabicki, Village Engineer; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; Fred Friedl, Fire Chief; Kevin Woodside, Police Chief; Willie Meyer Deputy Police Chief; Tracy Velkover, Planning Manager; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator

Roll Call

PRESENT: 6- Thorstenson, Balmes, Hood, Wilson, Ross, Garner
ABSENT: 0- None

A. DISCUSSION ITEMS

1. Presentation Strategic Plan Fiscal Years 2017 – 2021: Progress Report #1.

Mr. Muetz stated tonight staff would review the Strategic Plan Progress Report #1. He stated the Report was provided to the Board in its last agenda packet and was also posted online, shared on social media and emailed directly to participants of the update process. Using a PowerPoint presentation staff then reviewed each Strategic Plan Initiative, giving the Board information on progress to date and next steps.

Questions:

Trustee Balmes asked about the costs associated with electronic patient care reporting.

Chief Friedl said all the costs are estimated in the budget.

Trustee Balmes asked if the data is secure.

Mr. Velkover said yes, but it ranges based on how sensitive the information is.

Trustee Thorstenson asked if the Village is getting R.S.V.P's for the ULI/East Grand study.

Ms. Dean said they are coming in but we need more.

2. Presentation of draft Strategic Workforce Plan.

Director of Human Resources Christine Palmieri presented a PowerPoint to the Board that reviewed Workforce Planning. She stated this was identified as part of the recent Strategic Planning process. The presentation summarized what Workforce Planning is and is not, why it is important and the proposed model the Village intends to utilize. She then reviewed demographics related to the Village's workforce, including retirement eligibility, turnover rates, general position requirements in terms of experience and education and generational differences. Following the conclusion of the presentation, members of the Village Board asked questions.

Questions:

Mayor Kovarik thanked Ms. Palmieri and stated there is a lot to take into consideration.

Trustee Thorstenson asked if the Village is competing with other Lake County municipalities for employees.

Ms. Palmieri said yes we compete with every community. She said the skill set the Village requires is not the same as in corporate America. She said going forward a greater focus will need to be on marketing ourselves better to attract employees.

Trustee Wilson asked if we have looked into non-recruitment type advertising.

Ms. Palmieri said the Village is trying to do more with social media, adding we no longer use newspaper ads. She said also word of mouth has been successful.

3. Presentation of draft Pension Funding Policy.

Finance Director Brian Gosnell presented a PowerPoint to the Board that reviewed the proposed Pension Funding Policy. The presentation including information related to funding mechanisms and general policy guidelines. He stated consistent with the message communicated during the Strategic Planning process, the Village will continue to take a conservative approach to pension contributions. Following the conclusion of the presentation, members of the Village Board asked questions.

Questions.

Mayor Kovarik asked if both pension funds are using the actuary.

Mr. Gosnell said yes they are.

Adjournment

Trustee Balmes moved, seconded by Trustee Garner, to adjourn the meeting.

Voice Vote: ALL AYE: Motion Carried.

Mayor Kovarik adjourned the meeting at 9:04 p.m.

**Andrew Harris,
Village Clerk**