



**Village of
Oak Brook**

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Oak Brook, IL 60523-2255
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630.368.5000
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**Community
Development**
630.368.5101
FAX 630.368.5128

**Engineering
Department**
630.368.5130
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Fire Department
630.368.5200
FAX 630.368.5251

Police Department
630.368.8700
FAX 630.368.8739

**Public Works
Department**
630.368.5270
FAX 630.368.5295

**Oak Brook
Public Library**

600 Oak Brook Road
Oak Brook, IL 60523-2200
630.368.7700
FAX 630.368.7704

Oak Brook Sports Core

Bath & Tennis Club
700 Oak Brook Road
Oak Brook, IL 60523-4600
630.368.6420
FAX 630.368.6439

Golf Club
2606 York Road
Oak Brook, IL 60523-4602
630.368.6400
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REVISED

VILLAGE OF OAK BROOK
1200 OAK BROOK ROAD
OAK BROOK, IL 60523

NOTICE OF SPECIAL MEETING
OF THE
BOARD OF TRUSTEES

Date of Meeting: Monday, April 29, 2013
Time of Meeting: 7:00 p.m.

Samuel E. Dean Board Room
of the Butler Government Center
1200 Oak Brook Road

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ADJOURN TO CLOSED MEETING FOR THE PURPOSE OF DISCUSSING (1) APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY AND (2) MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, PURSUANT TO SECTION 2c(1) AND 2c(211) OF THE ILLINOIS OPEN MEETINGS ACT, RESPECTIVELY
4. RECONVENE
5. ROLL CALL
6. APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 9, 2012
7. APPROVAL OF CLOSED SESSION MINUTES
8. PERSONNEL MANUAL
9. ADJOURNMENT

VILLAGE OF OAK BROOK

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in the need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Village of Oak Brook should contact Blaine Wing, the Village's ADA Coordinator, at (630) 368-5022 or for TDD response (630) 990-2131 as soon as possible before the meeting date.



VILLAGE OF OAK BROOK

AGENDA ITEM

Special Meeting of the Board of Trustees
of
April 29, 2013

SUBJECT: Approval of Closed Meeting Minutes

FROM: Charlotte K. Pruss, Village Clerk

BUDGET SOURCE/BUDGET IMPACT: N/A

RECOMMENDED MOTION: Motion to Approve the Closed Meeting Minutes

Background/History:

Effective January 1, 1982 ILCS 120/2.06 requires that all public bodies shall keep written minutes of all their meetings, whether open or closed.

The public body shall periodically, but no less than semi-annually, meet to review minutes of all closed sessions that had not been released to the public. At this time the closed meeting minutes listed from August 10, 2010 through May 24, 2011 were reviewed in the closed session meeting of September 13, 2011.

August 10, 2010	October 26, 2010 (S)	January 11, 2011	March 22, 2011
September 14, 2010	November 9, 2010	January 25, 2011	April 12, 2011
September 28, 2010	November 16, 2010 (S)	February 22, 2011	April 19, 2011(S)
October 12, 2010 (S)	December 4, 2010 (S)	March 8, 2011	April 26, 2011
October 12, 2010	December 14, 2010	March 22, 2011(S)	May 24, 2011

The closed meeting minutes listed from June 14, 2011 through March 26, 2013 have been reviewed in the closed session meeting of April 29, 2013. These minutes and the minutes above are ready to be approved as written or amended, but are not ready to be released to the Public

June 14, 2011	October 25, 2011	March 27, 2012
July 12, 2011	November 1, 2011 (S)	April 10, 2012 (S)
July 26, 2011	November 8, 2011	April 10, 2012
August 9, 2011	November 21, 2011 (S)	April 24, 2012 (S)
August 18, 2011 (S)	December 13, 2011	May 8, 2012
August 22, 2011 (S)	December 27, 2011 (S)	May 22, 2012

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September 13, 2011	January 10, 2012	August 6, 2012 (S)
September 24, 2011 (S)	January 24, 2012	October 9, 2012
September 27, 2011 (S)	February 28, 2012	February 12, 2013
September 27, 2011	March 8, 2012 (S)	March 12, 2013 (S)
October 18, 2011 (S)		March 26, 2013

Recommendation:

That the Board approves the Closed Meeting minutes listed above.



VILLAGE OF OAK BROOK

AGENDA ITEM

Special Meeting of the Board of Trustees
On April 29, 2013

SUBJECT: Personnel Manual

FROM: Blaine Wing, Assistant Village Manager *BW*

BUDGET SOURCE/BUDGET IMPACT: Various Village Personnel and Benefit Line-Items

RECOMMENDED MOTION: The recommended motion will be provide at the meeting.

Background/History:

In late February I forwarded the Village Board a near-complete draft version of the Village's revised Personnel Manual. However, a few policies were still being reviewed by Human Resources and the Village Attorney had not yet completed his overall review of the entire document. Thus, it was pulled from the agenda until the above could be completed. Last week, due to the flood response and recovery staff was unable to finish my final review.

This weekend, I will finish my review and will be emailing to Trustees a highlight sheet of major differences between the Village's current Personnel Manual (which was last revised in 1999) and proposed draft version. Approximately 90% of the changes are legal language to comply with state and federal laws, with the remaining 10% being HR best practices. Included in this revised Personnel Manual are the Tier 1 and Tier 2 changes that Trustees Wolin and Zannis started with the Compensation and Benefits Plan/Policy. These new policies spell out lower level of benefits for future employees, as well as some reductions to current employees too.

On Monday night I will give a brief presentation focusing mainly on the highlighted changes, as they will already start to save the Village money and allow management to work more efficiently. To my knowledge, Oak Brook will be a trailblazer and once approved, will have a Personnel Manual that other Illinois municipalities will use as a model. (Note: Several of the appendix forms will still need to be revised before they are implemented.)

Recommendation:

On Monday night staff will provide a brief presentation and will provide a recommendation.