

MINUTES OF THE PERSONNEL MANUAL WORKSHOP OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 25, 2008, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The workshop was called to order at the hour of 7:53 p.m. by President Pro Tem Robert Napoli.

2. ROLL CALL

Those present at roll call were Trustees Dennis Baker, Michael Brown, Paul Schoenbeck and President Pro Tem Napoli. ABSENT: Trustees Michael Mistele, Timothy McMahon and President Gary Pretzer. Also present were Village Clerk Leroy Hansen, Village Attorney Thomas Good, Village Administrator Phil Modaff, Chief of Police Edward Konstanty, Director of Finance Sue Stanish, Director of Municipal Services Timothy Halik, Planner Sara Hage and Administrative Intern Garrett Hummel.

A QUORUM WAS DECLARED

3. DISCUSSION - PERSONNEL MANUAL UPDATE

Administrator Modaff informed the Board that the Staff was seeking direction with regard to the establishment of pay ranges through recognition of comparable communities, where does the Board want Willowbrook to be within those ranges of the comparables, an annual adjustment to those ranges tied to some economic index, a merit component and treatment of the Achievement Level Program.

Administrator Modaff presented proposed amendments to the general statement of the salary administration plan philosophy to reflect that the Village Administrator is responsible to develop and recommend salary ranges to be approved annually by the Village Board, to establish a minimum and maximum salary range for all positions, to set salary ranges with regard to grade of salary, requisite qualifications, salary rates of comparable communities, recommendation of the Department Head and acknowledgement of the prevailing economic conditions and financial policies of the Village. He felt that it is critical to be able to use comparable data that is accessible and verifiable.

The Staff proposed that pay ranges be established through recognition of established comparable communities. Typically, communities would use factors as neighbors, population, square

mileage, EAV, sales tax, and budget numbers. Twelve comparable communities were presented for the Board's review as follows:

Burr Ridge (11,259)	Oak Brook (8,702)
Countryside (5,991)	River Forest (11,192)
Clarendon Hills (8,400)	Warrenville (13,363)
Darien (23,615)	Western Springs (12,493)
Hinsdale (18,000)	Westmont (24,820)
LaGrange Park (13,295)	Winfield (8,718)

Trustee Schoenbeck suggested the Staff provide a spreadsheet on the comparable communities. Administrator Modaff responded that the Staff would prepare for the Board a spreadsheet for each community with the salary range information, minimum and maximum for each position, and a profile on each community.

The consensus of the Board was to begin with the twelve comparable communities recommended by the Staff.

Administrator Modaff asked the Board, once the comparable data is accumulated, at what percentile they wanted Willowbrook to be with regard to salary ranges.

The consensus of the Board was to be at the 60th percentile for the salary ranges relative to the other communities.

Administrator Modaff noted that the salary ranges are established in the 60th percentile, the Staff will resurvey the comparable communities every year. The question then is what would be made available to Village employees in terms of an annual salary increase. Administrator Modaff proposed a two part increase opportunity for employees. One part would be the acknowledgement of a cost of living increase given best by an indicator such as the Consumer Price Index (CPI) or another economic index.

Trustee Napoli suggested the Staff complete a survey of what CPI index other communities are using.

The consensus of the Board was to support this portion of the annual salary increase.

In addition to the cost of living increase, the plan would include a merit component. Administrator Modaff suggested there would be a Board opportunity to say in addition to the cost of living increase we want our employees to have the opportunity to earn an extra 1 percent or 1.25 percent based on merit. If the employee scores less than 3 out of 5 on their evaluation, the employee would not receive any merit or a cost of living

adjustment. A score of 3 or over the employee could receive a cost of living increase plus some percentage of merit.

Trustee Schoenbeck inquired, for employees who appear to be over paid for their positions, would these individuals potentially get nothing or would they get a lower amount.

Administrator Modaff responded that in the short term when the new ranges are established it may be found that there are some employees already making more than the high end of the range. It would be the recommendation that those employees not get any raises until their range catches up with them. For the long term, once everyone is into the system and the ranges have caught up with the salaries, any employee who is at the top of their range today, and we adjust the ranges by the cost of living, they can move with that range just for the cost of living; however, they will not be eligible for the merit portion because it would put them above the range. Administrator Modaff stated that his proposal would be to never pay anyone above the top of the range.

In the short term, there may be some employees who are not going to get an increase until the ranges catch up to them; in the long term, no employee will face that situation and they will always move with the cost of living.

Trustee Schoenbeck inquired if these guidelines would become a part of the Personnel Manual. Administrator Modaff responded yes.

Administrator Modaff advised the Board that the Staff is recommending the elimination of the existing Achievement Level Program. The program was developed to help employees move through their ranges and has been very successful. It is believed that the proposed salary range system would eliminate the need for an Achievement Level Program. Administrator Modaff recommended that if an employee today is in the middle of obtaining another achievement level, the employee be allowed to finish and not pull the program out from underneath them.

Administrator Modaff summarized the direction received by the Board this evening:

- General statement amended to reflect the Village Administrator's responsibility to develop and recommend salary ranges to be approved by the Board annually
- Establish comparable community data
- Salary ranges within 60th percentile among the comparable communities

- An economic indicator to adjust the salary ranges annually and CPIU, whether national or the Midwest
- A merit opportunity if the Board chose to make available more merit dollars on top of the COLA
- Eliminate the Achievement Level Program

Administrator Modaff felt the key was that employees can rely and depend on the same factors every year with regard to salary ranges.

4. EXECUTIVE SESSION

There was no need for an Executive Session.

5. ADJOURNMENT

President Pro Tem Napoli asked for a motion to adjourn the workshop meeting.

MOTION: Made by Trustee Baker, seconded by Trustee Brown, to adjourn the workshop meeting at the hour of 8:27 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Brown, Napoli and Schoenbeck; NAYS: None; ABSENT: Trustees Mistele and McMahon.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2008

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Village President

Minutes transcribed by Mary Partyka.