



draft

Administration Committee- Meeting Minutes September 29, 2016

CALL TO ORDER: 4:32 by Trustee Liddle

ROLL CALL:

Committee Trustee Liddle (Chair) Trustee Guzzo (4:25) Mayor Gunter Clerk Szymiski Trustee Addington (4:10) Trustee Barker Trustee Nero	Staff Manager May - liaison Finance Director Parker Police Chief Gunther PW Director Ramsey Deputy Clerk Richards DFC Riley HR Director Crane CSR Babyar
Guests	Angela Yang - TAIPEI Steven Lin - TAIPEI CUSD 201 Superintendent Carey Tom Mulhearn

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: March 3, 2016 minutes - a motion Trustee Barker and seconded by Clerk Szymiski. All ayes.

UNFINISHED BUSINESS: There was no unfinished business at this time.

NEW BUSINESS:

- A. **Sister City Program Presentation** - TECO guests and Larry McIntyre were called to the podium. Mayor Gunter explained to Angela that this was the Committee of the Board that the presentation would be presented to at this time before going to the Village Board. Mayor Gunter stated to the Board that he had recently been a guest of TECO for 10 days in Taiwan. It was an incredible opportunity and the welcome received was outstanding. Larry Forsberg and Larry McIntyre visited as well and everywhere visited they were all welcomed with open arms.

Larry McIntyre introduced Angela Yang as a partner to the Village in the program for over a year, and Steven Lin as a member of TECO. Mr. McIntyre presented Ms. Yang to discuss the language of Taiwan as one of the aspects of a cultural exchange program. Ms. Yang stated that the language of Taiwan was Mandarin Chinese with various local dialects. Two phrases were

taught to the attendees. First the word hello which in Mandarin was Mi How and the second one was thank you which in Mandarin was shea she. The main custom reviewed was that Taiwan is known as a gift cultural, everywhere you go gifts are given to guests and hosts. Mr. McIntyre remarked that his trip was a very wonderful experience and he learned a lot about the culture.

The goals of the program were reviewed from the last meeting:

1. Cultural exchange
2. Student exchange
3. Municipal and Government exchange
4. Economic Development opportunities

Recent events of the program include a booth at the Taste of Westmont, a Taiwanese Chamber Golf outing, the ACC performance at the park district, the National Day performance in Naperville, the Taiwanese Chamber picnic at Ty Warner which is going to become an annual event, and the 10/10 celebration the National Day parade and the pre celebration cocktail party on the 7th.

The slides from the Taiwanese trip were shown of the counties that were visited as possible sister cities. The Mayor discussed the government visits to the legislature, and various government sites. Angela discussed the various sites that "the Larrys" visited with her at the various markets.

Larry presented recommendations for the program moving forward:

1. A follow up letter to each of the counties: 1 is very interested in a full program and the other is only interested in a student exchange program. So the idea is to have a student exchange with both counties.
2. Reach out to both counties at this time to follow up on the possibilities.
3. Follow up letter to the Governor and to the Lions Club of Taiwan. The Lions Club International 100th Anniversary is having the annual meeting in Chicago and 300 Taiwanese Lions are expected in Chicago. That would be a good time to invite the sister city representatives to Westmont and announce the program at the 4th of July celebration at Ty Warner.
4. Locally launch a media community outreach to create our official program.
5. Create an economic tour to the Chicago Taiwanese representatives to see all the opportunities here in Westmont.
6. Apply to the official Sister Cities Program.

Mayor Gunter stated that we are fortunate to have one of the 12 U.S Taiwanese Centers here in town and due to this we have a good chance of attracting businesses here from Taiwan. We believe it is a win/win for all of us and the opportunities for our schools are great.

Manager May asked if there were any objections or comments to the outlined steps? Trustee Addington stated that the faster the better, and the response was ayes from the committee. Mayor Gunter thanked Angela for her gracious welcome to her country and her guidance. The country was beautiful.. Angela said that it was her honor to welcome them to Taipei and she would welcome everyone when this is completed.

B. Employee Search Policy - HR Director Crane presented the Executive Safety Committee's recommendation for the policy which was recommended by IRMA in 2011 for the following reasons:

- To guides us in creating a safe work environment for our employees
- To protect Village property and equipment
- To aid in preventing workplace violence
- To prevent the unlawful sale of drugs or alcohol

Other communities have been researched and the Village Attorney has put his finishing touches on this as well. There is a memo to supervisors and department heads from the Village Attorney as to how this is to be executed. Any questions? Trustee Addington asked if this would be part of the personnel code? Director Crane responded that this is part of Code 62, Personnel. Trustee Liddle said this is a necessary addition to the personnel manual in this day and age. Trustee Addington asked what other communities have enacted such a policy. HR Director Crane stated that the research was done and yes there are other communities that have added this language to their code, however she could not name them all at this time. This is becoming standard.

Manager May would like this on an agenda soon, not waiting for a full review of Code 62. Trustee Addington made the recommendation that this be presented to the board for voting at a full meeting. Trustee Barker seconded the motion. All ayes from the committee. Manager May stated this would be added to an upcoming agenda.

C. Commission/Committee Compensation Model - This item is on the agenda for tonight's meeting. Mayor Gunter stated that he believed that all board members should have a stipend instead of paid for attending a meeting. It often costs you money to be a trustee and you do all the work for the meeting whether you are attending or not. The amount based on the attendance of the trustee at 75%.

The "required by law" commissions, Fire and Police along with Planning and Zoning, should also have a stipend instead of a meeting. Discussion of the compensation model and the hours required by these commissioners ensued.

Trustee Guzzo asked when this would go into effect? Answer was May 1st.

REPORTS

- A. Chairperson - Nothing at this time
- B. Village Manager - Nothing at this time - Mayor stated that tonight is a busy meeting and we will have a full house so Trustee Reports will hopefully move along quickly.
- C. Clerk's Office - Deputy Clerk Richards -
 - 2017 Business Licenses went out this week
 - Liquor Licenses renewals will go out next week
 - April Election packets are available in the Clerk's Office
 - Food Truck Update
 - i. Review of the survey of other communities and the various requirements.
 - ii. A report of the results were given to the committee members
 - iii. Trustee Barker asked the cost of the license, response was \$200.00
 - Baby is due November 1st, 5 more weeks.

- D. Human Resources - Director Crane - Nothing at this time.
- E. Information Technology - Director Liljeberg - Nothing at this time.
- F. Communications - Director McIntyre - Nothing at this time.

ADJOURN 5:29pm - (next meeting scheduled March 2, 2017) Motion by Trustee Addington seconded by Clerk Szymski, all ayes.

Approved: 01/05/2017