



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL COMMITTEE OF THE WHOLE MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS**

APRIL 24, 2012

7:00 P.M.

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:06 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Morgan, Corrigan and Ponzio. Absent were Trustees Riess, DiMaggio and David.

Also present was Chief Administrative Officer and Village Clerk Donna Lobaito.

Staff members present in the audience were: Chief Operating Officer Pamela Newton, Chief Financial Officer Kristin Kazenas, Sandy Hansen, Dan Thake, David Fitzgerald, Jan Filenko, Kelly Carlson, Rich Richter and Dave Barkemeyer. Members of the Finance Committee were also present in the audience.

II. PLEDGE OF ALLEGIANCE

III. NEW BUSINESS

A. Introduction of UIC Project by Mayor Joseph Mancino

Mayor Mancino welcomed and thanked the UIC students for their hard work in compiling the information for ultimate consideration by the Village Board. He noted the information being presented tonight by the students is raw data and it represents the beginning of a larger process. He mentioned that he always wanted to run the Village like a small business, treating staff as an asset.

Trustee Ponzio outlined the format for the evening's presentation and the steps management and the Village Board will take following this meeting.

B. Presentation by University of Illinois – Chicago Capstone Team: Stephanie Whitaker, Kristin Gilbert, Caitlin Lisa and Lauren Whitehair – Instructor – Professor Mary Feeney, PhD

1. Job Descriptions

Ms. Whitaker provided an overview as to their capstone project, as well as the methodology as to how they gathered their information, and how the information was used to formulate job descriptions, salary ranges and the survey analysis.

Ms. Lisa outlined the employee interview process. She noted that several job descriptions are reflective of the fact that some employees do more than one job.

2. Compensation Survey

Ms. Lisa discussed the how the comparable municipalities were chosen and the students' means of gathering information. The criterion used consisted of distance from Hawthorn Woods, square miles of the municipality, population, property taxes, annual budget, annual personnel budget and percent of budget on personnel. She stated they tried to best align our positions with closely related positions elsewhere.

3. Employee Survey

Ms. Lisa reviewed the results from the anonymous employee survey. She stated 19 employees completed the survey and generally, the assessment is that employees like working for Hawthorn Woods, but are dissatisfied with the salaries. She said that over half of the respondents stated they would be willing to leave Hawthorn Woods for a lesser title with more money. Through the employee survey, several areas were identified as to what employees perceived as needing improvement.

C. Presentation by Trustee Peter Ponzio, Chair of the Finance Committee

Trustee Ponzio provided an overview as to the short and long term goals of this administration. These goals consisted of filling new and vacant positions, assisting existing employees, the formation of committees staffed with qualified people, the establishment of financial guidelines, the development of a Capital Improvement Plan, building teams that work well and compliment each other, and that employees were asked for their patience while the Village Board put these steps together.

Trustee Ponzio also outlined the steps that still need to be taken to move forward with a salary plan and job descriptions. The employees will review the proposed job descriptions with their department heads to ensure accuracy, followed by a review by Human Resources. There will be a review and adjustment consideration on the salary data. Also, the development of salary scales with minimum, mid and maximum salaries will be developed. This information will be reviewed by the ad hoc Human Resources Committee with their recommendations being sent to the Village Board for final consideration. Trustee Ponzio anticipates the process being finalized in June or July, 2012.

Lastly, Trustee Ponzio thanked the employees for their hard work over the years.

Mayor Mancino opened the floor to questioning from the Village Board members. The students were asked how they narrowed the field from 20 to 10 municipalities to conduct the research. The students responded that they consulted with the Village, and provided a broad

range of municipalities with some being larger and some being smaller than Hawthorn Woods. Professor Feeney responded that it would be impossible to find 10 municipalities exactly like ours. The Board reviewed the comparable community information. Trustee Ponzio suggested that the Village needs to look at a combination of all the information and not any one criterion as the driving force.

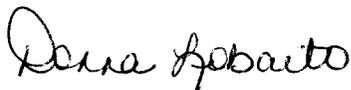
Mayor Mancino noted that now the raw data will be analyzed by the Human Resources ad hoc committee.

The students each discussed what they learned from this process. They noted that they did peer reviews with other capstone students and they believed that they were lucky to have dealt with the employees of Hawthorn Woods because they found them to be very passionate about their work.

IV. ADJOURNMENT

Motion by Corrigan, second by Morgan to adjourn the meeting. There being no further business the Committee of the Whole meeting adjourned at 8:11 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk