

**OFFICIAL PROCEEDINGS
FINANCE AND HUMAN RESOURCES COMMITTEE**

A joint meeting of the Finance and Human Resources Committee was held at 4:00 p.m. on January 19, 2022, at Village Hall, 1202 4th Street, in Orion, Illinois. Members present: Mel Drucker, Steve Newman, and Erin Lange. Absent: None.

1. Call to order

The meeting was called to order at 4:00 p.m.

2. Credit card statement review

The credit card statement was reviewed against receipts and found to be correct.

3. Discuss/approve IMRF's "Accelerated Payment for Lori A. Sampson" in the amount of \$9,216.34

Due to IMRF rate fluctuations and regular wage increases, IMRF was unable to fully fund Lori Sampson's pension. As a result, the village is required to make an "Accelerated Payment" to IMRF in the amount of \$9,216.34. Mr. Newman and Mr. Drucker declined the option to dispute the payment and authorized Ms. Lange to make the payment immediately.

4. Discuss use of Coulter Trust grant funds for purchase of Christmas decorations

The village received two separate Coulter Trust grants this year: (1) \$7,000 for LED Christmas decorations in park; and (2) \$1,600 for banners. Ms. Lange would like to purchase holiday decorations soon because they are on sale. However, she wants clarification on how the grant money can be spent:

- a. Can all of the grant money be used to purchase Christmas decorations? Yes. We do not have to use any of the money to buy banners for streetlights.
- b. Who picks out the decorations? In the past, Lori Sampson and Dee Lundburg selected and purchased Christmas decorations. Accordingly, Ms. Lange and Nadine Kroll are now authorized to select and purchase them. They should consult with Chris, Arnie, and Neal about logistics—necessary hardware, availability of electricity, etc.

5. Discuss hiring of additional office staff

When Lori retired, the plan was for Ms. Lange to act as village clerk until Ms. Lundburg returned to work and assumed that position. Ms. Lange would remain a full-time employee but in a different role—perhaps an office manager or other supervisory position. As a result, there would be three office employees—two full-time, one part-time. However, Ms. Lunburg resigned in December due to her ongoing health problems.

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Minutes of the January 19, 2022 meeting, continued:

In light of these circumstances, the human resources committee believes the village is understaffed and should hire another employee to work in the office. Mr. Drucker proposed hiring a “deputy clerk” who would work around 20 hours per week at the front desk. This person would essentially be a receptionist who would answer the phone, greet customers, and perform basic administrative duties. This would allow Ms. Lange the time and flexibility to focus on more complex and time-consuming tasks—especially preparing minutes in a timely manner. Mr. Drucker stressed and Ms. Lange acknowledged the importance of publishing minutes in a timely manner. Residents rely on them to stay informed about current village business and they are an important reference for board members. Preparing accurate minutes is also an essential part of the clerk’s role as guardian of the historical record.

Mr. Newman prepared a budget impact spreadsheet. According to his calculations, hiring a third part-time employee would not increase payroll costs over last year.¹

Mr. Drucker and Mr. Newman agreed to present this idea at the next board meeting. They will need to land on an official job title and set the hourly wage. If they decide to create a new position, e.g., receptionist, John Ames will need to draft a resolution and/or ordinance for approval by the board. The resolution/ordinance will need to be approved before the job can be advertised.

6. Adjourn

There being no further business before the committee, the meeting was adjourned.

Erin Lange
Village Clerk

¹ [(Erin @ \$22/hr x 40 hrs/week) + (Nadine @ \$17/hr x 20 hrs/week) + (2nd part-time employee @ \$13/hr x 20 hrs/week)] < [(Lori @ 30 hrs/week) + (Dee @ 20 hrs/week)]