

CITY OF COUNTRYSIDE

*803 Joliet Road
Countryside, IL 60525
www.countryside-il.org*



Meeting Minutes

Human Resources Committee

Wednesday, February 28, 2024

7:00 PM

Council Chambers

Committee Members

Chairman – Alderman Thomas Mikolyzk

Member – Alderman Tom Frohlich

Member – Alderman Scott Musillami

1. CALL TO ORDER

Chairman Mikolyzk called the meeting to order at 7:00 PM.

2. ROLL CALL

Present: Chairman Mikolyzk, Alderman Frohlich, and Alderman Musillami

Also Present: Mayor McDermott, Alderman Von Drasek, City Clerk Kmet, City Administrator Paul, Assistant City Administrator Schutter, and Chief Klimek.

3. COMMUNICATIONS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES – NOVEMBER 28, 2023.

4.a. The minutes of the meeting were previously distributed to the members of the Human Resources Committee.

Alderman Musillami moved to approve the minutes from November 28, 2023 seconded by Alderman Frohlich and carried unanimously.

5. BUSINESS FROM THE COMMITTEE FOR DISCUSSION, CONSIDERATION, AND IF SO DETERMINED, ACTION UPON:

5.a. Consideration of a 3.3% Cost of Living Adjustment (COLA) for non-union employees.

City Administrator Paul stated that the City of Countryside conducted a compensation study for non-union employees in 2021.

Part of keeping up with the market we review our compensation every year for their increases. We also compare this to the cost of living in our area to make sure that we stay in line and are competitive.

This year we have included the survey for you to look over. You can see from the survey the average and median for all of the compensation communities around us. The COLA of 3.3% falls in-between those numbers. We are recommending that we approve the COLA of 3.3%.

Alderman Frohlich moved to approve the 3.3% Cost of Living Adjustment (COLA) for non-union employees, seconded by Alderman Musillami and carried unanimously.

5.b. Request to begin the recruiting process for an Executive/Human Resource Assistant.

City Administrator Paul stated that Sue Dignin will be retiring on June 21, 2024. Sue has a very wide variety of job responsibilities. Sue is the staff liaison for the Board of Fire and Police, she educates all new employees on all the benefits, she runs open enrollments, takes care of any family medical leave paperwork, serves as the assistant to the City Administrator, and maintains five different data bases for all of the benefits that go through IRMA, IPC, and our 457 plans which we currently have two plans.

Ms. Paul requested that we start the recruiting process around the middle of March. That will give us until the middle of April for applications. The Human Resource Committee can do interviews the end of April and the beginning of May. Extend an offer so we can have someone on board by the first week of June and they can train with Sue. The applicant will be able to get through one Board of Fire and Police meeting and one newsletter.

Chairman Mikolyzk asked City Administrator Paul that the way she is describing the job if she was looking to re-write the job description so one person didn't have all these job responsibilities. Ms. Paul stated not at this time. The job varies on how busy Sue is and doesn't require much overtime. Mr. Mikolyzk said that it sounds like the actual Human Resources aspect of her job is a small percentage of her job, Ms. Paul said no that is the larger part of her job and the Executive Assistant is a smaller part of her job. Mr. Mikolyzk said the only reason he is asking is because Human Resources is a very specific type of job. Ms. Paul said that is absolutely right. Mr. Mikolyzk asked if we are looking for a Human Resource person or an Executive Assistant. Ms. Paul stated that we are looking for someone who definitely has Human Resource experience, needs to be familiar with the laws, requirements, and reporting. Mr. Mikolyzk suggested that we start the process as soon as possible due to all the requirements of this position.

6. OTHER COMMITTEE BUSINESS

None.

7. ADJOURNMENT

Alderman Musillami made a motion to adjourn and was seconded by Alderman Mikolyzk, and carried unanimously.

Chairman Mikolyzk declared the meeting adjourned at 7:10 p.m.

APPROVED:

Chairman Tom Mikolyzk

/km