

**Special Human Resource Committee Meeting
Friday, March 19, 2021 – 8:00 a.m. @ Village Hall**

Present: Chair Nairn, Member Porter, Fiscal Officer (FO) Romanowski

Nairn called the meeting to order.

The Committee discussed quarantine time off as an employee is asking for quarantine time off at home not to be taken out of sick leave. FO explained that in 2020, the Families First Coronavirus Response Act (FFCRA) was in place (related to COVID) making it mandatory to give time off up to 80 hours if the employee met specific criteria, however that expired 12/31/20. With the new American Rescue Plan Act (ARP) of 2021, it is optional to extend the FFCRA from April 1st to September 30, 2021, and they added three additional criteria that would qualify for this paid leave. FO said she spoke to the Solicitor who informed her the Village could do it if it chose to, but it was created more for tax credits for private employers. FO reported that there have been five (5) employees out in 2021 for quarantine and/or isolation with time out of work ranging from 44 hours to 156 hours. Nairn asked about how much sick time people had in their “sick banks”. FO replied it ranged from 20 hours for the brand-new employee up to 1,860 for long-term employees who have accrued time.

Porter pointed out that if this is something that is going to be done, it would have to be consistent and be done for all employees. There was discussion about the risk of employees being exposed until the herd immunity from the vaccination sets in. Nairn and Porter agreed that employees should be held accountable to following guidelines and using proper protective protocol with distancing, masking up, etc. The virus is mutating, and the Village could be dealing with this for 4-5 winters.

Porter said part of the American Rescue Plan (ARP) allows for compensation when employees are sick, exposed, or quarantined because of COVID. He said up to 80 hours of time with pay and the rest of the time coming out of employees’ sick bank seems like a compromise. If the federal government gives the Village money, the Village could use those funds to reimburse itself for that time. This would be making an exception, not an ongoing policy. There was discussion about whether this would be made retroactive to January 1st or start April 1st. If it is made retroactive, the three new criteria approved by the ARP could not be made retroactive and would only be allowed from April 1st – September 30th. It was decided to get the flavor of Council at the upcoming Council meeting, and if it seems Council is on board with this, the Committee could ask the Solicitor to prepare the necessary legislation.

Nairn had concerns that the “give away, give away, give away” is not encouraging anybody to be responsible. Porter commented that if local governments get reliant on this stuff, every time they run a deficit they will be looking to the federal government for money. He does not believe that is the recipe for success. The Village has been fiscally conservative, and the financials show that.

Porter said at the Council meeting, it could be reported that HR met and recorded the meeting and discussed employee time off due to COVID illness or quarantine. And HR recommends that

the Village adopt legislation to allow the Village to pay employees their salaries for time off work due to COVID-19 illness or quarantine up to 80 hours, with the remaining time off to be deducted from sick leave accrued. At that point Council can discuss, or counter point, etc. and if they want to move forward, the Solicitor can prepare the legislation.

Nairn stated the Village needs to put forth the idea that employees need to be responsible. Porter said employees need to mask up, wash their hands and socially distance. Employees in vehicles together must be masked.

FO reported that she posed the question to her colleagues on how either communities were handling the time off due to quarantine, isolation and sick time related to COVID. Of the 13 communities that responded, 10 were taking the time out of the employees' sick banks, 2 extended the 2020 Families First Coronavirus Response Act, and 1 community did not charge sick time banks for mandatory quarantines but did charge sick banks for self-quarantines. FO said the poll she took was prior to the American Rescue Plan being adopted, so she does not know what communities are doing now.

Regarding smoke-free property, Nairn said she feels it is the thing to do. The Mayor was supposed to forward resolutions regarding this issue to Nairn, however as of the time of the meeting, she had not yet received them. This item will be put on the next meeting agenda. The Village does not allow smoking in Village buildings or vehicles, however there is no policy for smoke breaks outside. Porter suggested this issue be brought up at the Council meeting that it is being considered.

Regarding the revised Mechanic/Laborer job description, Nairn questioned the duties included in the section of 55% and felt those should be mechanical duties. Porter stated the Street Commissioner is going to track how the time is spent for a couple of months to get an idea of the percentage of time for mechanical work. Porter said he would like the revised job description to be brought to Council's attention and they can act on it once the Village has a better idea of how much time is actually spent on vehicle maintenance and that type of work compared to laborer work so that the percentages are correct. This would take an ordinance to amend the Employee Handbook so it has to go through three readings or readings can be waived and it can be passed by emergency. Porter said it can be reported on in the Council meeting that the revised job description will be circulated to Council and once the Village has the data from the Street Commissioner, the percentages can be updated and considered for adoption. Nairn asked if in the Street Committee meeting, Porter could ask the Street Commissioner to track the work for at least six months to get a more accurate percentage breakdown for the different seasons.

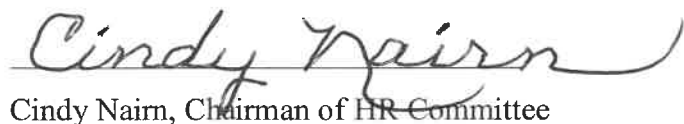
Nairn said in the 55% section, rolling asphalt, filling potholes, etc. is not what a Mechanic's job description entails. Porter said he would break out the mechanical work which was the first part of the first sentence up to "performs building maintenance and repairs" and the rest of it would go in a new paragraph starting with "ditching and culvert replacement" since you do not have to be a mechanic to do that. Porter will revise the Mechanic/Laborer job description and send it around.

In relation to the job performance evaluation, Nairn made a motion to go into Executive Session to discuss employee compensation, seconded by Porter. Ayes, all.

HR Committee reconvened at 8:52 a.m.

The Mayor requested the Committee discuss COVID modifications for going back to in-person meetings. Nairn reported that as of March 2nd, COVID restrictions have again been modified. She said she feels Council could hold in-person meetings. FO explained that according to the Solicitor, government has always been permitted to meet in person, however she does not believe you can mandate that attendees have to attend in person since the Governor is permitting virtual meetings through July 1st. Porter said the Committee can recommend in-person meetings and for those who prefer, or are sick, or in quarantine, they can attend by Zoom. He said the Village can go to a hybrid model whereby Council meets in person, and if individual Council members, Department Heads, Mayor, or the public prefer to attend by Zoom, the Village offers that option. Council chambers has the technology to do this. Porter and Nairn questioned how executive an executive session via Zoom is and agreed they would much rather meet in person. Porter said chairs can be set out six feet apart for visitors. Nairn asked if this could be done for the next Council meeting to occur on March 22nd – Porter confirmed it could. FO stated the Zoom info is already set up and posted on the website. Since there would be more than 24 hours' notice, she could update the Sunshine Notice and online posting that the Council meeting would be a hybrid meeting. Porter said per the Mayor's request to discuss this issue, the HR Committee's recommendation is to begin the process of reopening the Village starting with a hybrid Council meeting on March 22, 2021 whereby elected officials, the public and staff can attend either in person or by Zoom. They would like to progress to in-person meetings as before COVID.

Nairn adjourned the meeting at 9:05 a.m.

A handwritten signature in cursive script that reads "Cindy Nairn". The signature is written in dark ink and is positioned above the printed name and title.

Cindy Nairn, Chairman of HR Committee