

**THE CITY OF LAKE FOREST
PCA COMMITTEE
Minutes**

**Monday, May 7, 2018
5:00 p.m.
City Hall Library Conference Room**

- I. **Call to Order:** Mayor Lansing called the meeting of the PCA Committee to order at 5:00 p.m.:
Present: Mayor Lansing, Alderman Reisenberg, Alderman Newman
Also Present: City Manager Kiely, Human Resources Director Kalmar

- II. **Adjournment into Executive Session pursuant to 5ILCS 120/2 (c) (1) to discuss personnel matters:** Motion by Reisenberg, second by Newman, to adjourn into executive session to discuss personnel matters at 5:01 p.m. Motion carried unanimously.

- III. **Recommendation to City Council of Benefit Consulting Services to be provided in Fiscal Year 2019 by Wright Benefit Strategies:** The Committee asked for clarification on Wright Benefit Strategies' total compensation package, including brokerage commissions and the \$30,000 fee paid by the City. After clarification, the Committee agreed to recommend that the Council approve this contract.

- IV. **Recommendation to City Council to Approve the FY19 Personnel Policies, Administrative Directives and Pay Plan:** Alderman Reisenberg had concerns about the Code of Conduct, specifically the Ethics Hotline ability to report things anonymously. He also had concerns with the proposed Whistleblower language. Director Kalmar will work with the City's personnel attorney to comply with latest best practices. The policies will be removed from the City Council meeting on 5/7/18 and be brought back at the 6/4/18 meeting. The Committee will recommend approving the Pay Plan at the 5/7/18 meeting.

- V. **Approval of the Regular Session and Executive Sessions Minutes of March 5, 2018:** Motion by Newman, second by Reisenberg, to approve the regular and executive session minutes of March 5, 2018. Motion carried unanimously.

- VI. **Adjournment:** Motion by Reisenberg, second by Lansing, to adjourn the meeting at 5:50 p.m. Motion carried unanimously.

Respectfully submitted,



DeSha D. Kalmar
Director of Human Resources