

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

Monday, June 4, 2018

8:15 a.m.

City Hall Manager's Conference Room

- I. **Call to Order:** Mayor Lansing called the meeting of the PCA Committee to order at 8:20 a.m.:

Present: Mayor Lansing, Alderman Reisenberg, Alderman Newman
Also Present: City Manager Kiely, Human Resources Director Kalmar

- II. **Review of the Core Values and Code of Conduct:** At the May 7, 2018, PCA meeting, the Committee requested that Director Kalmar review the proposed Whistleblower language, as well as the need for the anonymous Ethics Hotline. After consulting with legal counsel, the recommended Whistleblower language is incorporated into the Code of Conduct document.

An anonymous hotline is not required by State or Federal statute, but the Whistleblower language is required. The City pays \$2,379.30 annually for the hotline, and until recently, we did not have a report on the hotline in four years.

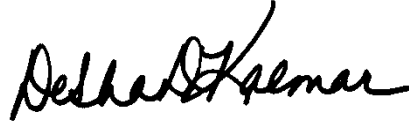
After discussion, the Committee agreed that the required Whistleblower language supersedes the hotline. There was concern about the anonymous aspect of the hotline, which makes conducting certain types of investigations nearly impossible. There was additional concern about the financial impact of keeping the hotline, which has not been used by employees in four years. Therefore, the Committee recommends the elimination of the hotline and that the language on the attached Code of Conduct be adopted to reflect better access for reporting and deal with emerging trends. The recommendation will be included for City Council approval.

- III. **Approval of the Regular Session and Executive Sessions Minutes of May 7, 2018:** Motion by Newman, second by Reisenberg, to approve the regular and executive session minutes of May 7, 2018. Motion carried unanimously.

- IV. **Other Business:** City Manager Kiely reported that a new City Attorney will be approved at the City Council meeting tonight and will start at the July meeting.

- V. **Adjournment:** Motion by Reisenberg, second by Lansing, to adjourn the meeting at 8:56 a.m. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "DeSha D. Kalmar". The signature is written in a cursive, flowing style.

DeSha D. Kalmar
Director of Human Resources