

**THE CITY OF LAKE FOREST
PERSONNEL COMPENSATION ADMINISTRATION (PCA) COMMITTEE MINUTES**

Thursday, April 16, 2021

3:00 p.m.

Remote Access Meeting

I. Call to Order: The meeting was called to order at 3:04 p.m.:

Present: Mayor Pandaleon; Alderman Morris; Alderman Karras

Absent:

Also Present: City Manager Jason Wicha, Human Resources Director DeSha Kalmar,
Police Chief Karl Walldorf, Human Resources Specialist Amber Campbell

Director Kalmar and City Manager Wicha introduced Amber Campbell as the successor Director of Human Resources on Director Kalmar's retirement at the end of April.

II. Recommendation to City Council Approval of the FY22 Personnel Policies and Practices and Administrative Directive Changes

Director Kalmar explained that the City's personnel policies are reviewed annually prior to May 1 and Administrative Directives are reviewed at least every five years or more frequently, as needed. Alderman Karras requested clarification on the telecommuting policy which was provided by Director Kalmar.

Motion by Morris, second by Karras, that the PCA Committee recommends City Council approval of the FY22 Personnel Policies and Practices and administrative directive changes. The following voted "Aye": Mayor Pandaleon; Alderman Morris; Alderman Karras. The following voted "Nay": None. 3-Ayes, 0 Nays, motion carried.

III. Adjournment into Executive Session pursuant to 5ILCS 120/2 (c) (2) to discuss collective bargaining matters and 5ILCS 120/2 (c) (21) to review Executive Session minutes: Motion by Morris, second by Karras to adjourn into executive session at 3:14. The following voted "Aye": Mayor Pandaleon; Alderman Morris; Alderman Karras. The following voted "Nay": None. 3-Ayes, 0 Nays, motion carried.

IV. Approval of the Regular and Executive Session Minutes of the March 4, 2021 Meeting:


Motion by Karras, second by Morris, that the PCA Committee recommends the City Council approval Wright Benefit Strategies Benefit Consulting Service for FY2022. The following voted "Aye": Mayor Pandaleon; Alderman Morris; Alderman Karras. The following voted "Nay": None. 3-Ayes, 0 Nays, motion carried.

V. Action on Review of Past Executive Session Minutes: Under Section 5 ILCS 120/2.06(d), a public body is required to review minutes of all closed meetings. The Committee has conducted this review.

Date	Topic
2020 – 2/3	Personnel Matters/Review of Executive Session Minutes
2020 – 3/2	Personnel Matters; Collective Bargaining Matters
2020 – 8/31	Personnel Matters
2021 – 3/4	Personnel Matters; Collective Bargaining Matters

Motion by Karras, second by Morris, that the minutes continue to be closed as a need for confidentiality remains. The following voted "Aye": Mayor Pandaleon; Alderman Morris; Alderman Karras. The following voted "Nay": None. 3-Ayes, 0 Nays, motion carried.

- VI. Other Business:** Mayor Pandaleon asked Chief Walldorf for his comments on events taking place in Chicago.
- VII. Adjournment:** Motion by Morris, second by Karras, to adjourn the meeting at 3:43 p.m. Motion carried unanimously.



DeSha D. Kalmar
Director of Human Resources