

Village of Rossville
Police, Health & Safety Committee Meeting
July 8, 2021
6:00 p.m.

A quorum was established as Chairman Black and Trustees Cornell and Hackett were physically present at the committee meeting held at the Rossville Municipal Building, located at 120 East Attica Street in Rossville, Illinois. Guests present were Mayor Queen and Clerk White.

Chairman Black called the meeting to order at 6:00 p.m. The purpose of the meeting was to review/approve past meeting minutes, finalize draft job descriptions, finalize performance review and finalize Step Program.

Minutes of the May 17, 2021, October 8, 2020 and August 25, 2020 committee meeting were presented.

Motion was made by Hackett, seconded by Cornell to dispense with the reading of the minutes dated August 25, 2021 and approve them as presented. Vote: Black, yes; Hackett, yes; Cornell, yes.

Motion was made by Cornell, seconded by Hackett to dispense with the reading of the minutes dated October 8, 2021 and approve them as presented. Vote: Hackett, yes; Cornell, yes; Black, yes.

Motion was made by Hackett, seconded by Black to dispense with the reading of the minutes dated May 17, 2021 and approve them as presented. Vote: Cornell, yes; Black, yes; Hackett, yes.

Trustee Black reported the property damage complaint has been resolved.

Trustee Black gave new board members copies of the proposed performance reviews, job descriptions and the Step program previously. The Job Descriptions were for 2 positions: 1) Chief of Police and 2) Patrol Officers. Trustee Hackett noted a few amendments such as the correct county to be listed and discussed adding corrective lenses instead of listing glasses, contacts, etc. Trustee Black noted the amendments and will present an amended copy to the Village Board for approval.

Mayor Queen and Clerk White suggested removing the section under Personnel Development, 24.3 - "It is the responsibility of the Chief of Police to develop and maintain a tiered compensation plan (Pay Bands) for full-time Officers based on job performance and time in service. The plan should be reviewed annually prior to the upcoming budget cycle. The tiered compensation plan will be reviewed and approved by the Chief of Police, the Police, Health and Safety Committee and the Mayor." It was also suggested to amend the last sentence in Section 24.4 regarding

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the tiered compensation plan. Mayor Queen and Clerk White agreed that it should be the Board of Trustees' responsibility to establish pay scales or increases instead of the Chief of Police. The performance reviews can continue in order to have a basis to recommend pay increases to the Board prior to budget cycles. After discussion, Trustee Black agreed to prepare the recommended changes of 24.3 and 24.4 and present them at the July board meeting.

Motion was made by Hackett, seconded by Cornell to adjourn the meeting. Vote: Black, yes; Cornell, yes; Hackett, yes. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Chris White
Village Clerk

Committee approved 8-12-2021