

Communications & Technology Committee Minutes

Tuesday, November 27, 2018 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee, Stephanie Brassington, called the regular meeting of the Communications & Technology Committee to order at 6:00 PM in Conference Room A.

Members present: Village Trustee Stephanie Brassington, Members Ella Tschopik, Cole Younger, Joe Hoeme.

Members not present: Member Devoin Ruffin, Village Trustee Shaun O'Hearn, Member CJ Behm.

Staff Present: Communications Specialist Stephanie Miller, Village Administrator Matt Schuenke.

2. PUBLIC APPEARANCES.

No public appearances.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the October 23, 2018 meeting.

Motion by Village Trustee Stephanie Brassington, second by Cole Younger, to approve the consent agenda as presented. Motion carries 4 - 0 - 0 by acclamation.

4. BUSINESS.

a. Update regarding the recruitment for the Communications and Technology Director position.

Village Administrator, Matt Schuenke discusses the update regarding the recruitment for the Communications and Technology position.

New direction position has been approved and appointed to Stephanie Miller.

b. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Technology Specialist position within the Communications and Technology Department.

Village Administrator, Matt Schuenke discusses the revisions to the position description and status for the Technology Specialist position.

Motion by Cole Younger, second by Village Trustee Stephanie Brassington, to recommend Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Technology Specialist position within the Communications and Technology Department. Motion carries 4- 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding revisions to the Organizational Chart for the Communications and Technology Department.

Village Administrator, Matt Schuenke discusses the revisions to the organizational chart for the communications and technology department.

Motion by Cole Younger, second by Village Trustee Stephanie Brassington, to recommend Discussion and action to make a recommendation to the Village Board regarding revisions to the Organizational Chart for the Communications and Technology Department. Motion carries 4 - 0 - 0 by acclamation.

5. POLCO QUESTIONS

- a. Creation, discussion, and possible action regarding questions to be posted on Polco. Communications Specialist, Stephanie Miller, discusses latest updates and results of Polco questions.

No new questions were made.

6. SCHEDULE NEXT MEETING DATE.

- a. Next regular meeting: December 25, 2018 - Christmas Day. Discussion for next regular meeting date on December 25, 2018 to be canceled.

Next regular meeting to be held on Tuesday, January 22, 2019 at 6pm in Conference Room A of the Municipal Center.

7. ADJOURNMENT.

Motion by Cole Younger, second by Village Trustee Stephanie Brassington, to adjourn at 6:36PM.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
STEPHANIE R MILLER
COMMUNICATIONS SPECIALIST