



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING August 14, 2023

Present:

Mayor Brandt
~~Trustee Kelly~~
Trustee Pantelis
Trustee Wright
Village Attorney Simon
Village Treasurer/Finance Director Rossi
Public Works Director Woodbury

Planning & Development Manager Zozulya

Trustee Grujanac
Trustee Mitchell
~~Trustee Raizin~~
~~Village Clerk Mastandrea~~
Village Manager Burke
~~Chief of Police Leonas~~

Assistant Village Manager/Community & Economic Development Director Roesler

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:38 p.m., and Village Manager Burke called the roll.

2.0 ITEMS OF GENERAL BUSINESS

- 2.1 Planning, Zoning, and Land Use
- 2.2 Finance and Administration

2.21 Consideration of a Resolution Amending the Electronic Attendance Meeting Policy (Village of Lincolnshire)

Village Manager Burke provided a summary of the Resolution amending the Electronic Attendance Meeting Policy noting the state legislature recently amended the Open Meetings Act to allow electronic attendance for childcare needs, which was not previously allowed under state law.

Trustee Grujanac asked if the state code mentions having to publish why people are remotely attending meetings. Village Manager Burke noted we do not have to publish a reason for remote participation, but any remote participant must submit a form that includes the reason for attending remotely. There is a process outlined in the policy for remote participation which includes this form must be complete. Trustee Grujanac asked if the form is available to the public to review. Village Manager Burke stated it is a public document, but it is not posted on the Village website or as part of the agenda packet. Interested parties could submit a request for information to review any forms completed by board or commission members regarding remote participation.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

2.22 Receipt of Report on Employee Engagement Survey (Village of Lincolnshire)

Village Manager Burke introduced the topics of the annual Employee Engagement Survey and noted Lincolnshire employees are more engaged by a factor of 100% in terms of the overall engagement index compared to last year's survey.

Village Manager Burke provided a presentation regarding the recent Employee Engagement survey including the time frame of the survey, the 12 elements of the survey that are linked to better business outcomes, the percentage of completion being slightly lower than last year, increases in 10 of 12 questions in the survey with the two questions being "I know what is expected of me" and "Committed to Quality". Village Manager Burke noted the two areas of decrease could have a direct relation to many new employees coming into the organization and not yet knowing what is expected of them in their roles and learning about their team.

Village Manager Burke noted the area that had the most significant change from last year was "recognition." Village Manager Burke provided information from the survey on supervisor effectiveness, and collaboration.

Trustee Mitchell asked for more clarity on the mean percentile rank that talks about population. Village Manager Burke stated Gallup surveys everybody overall from major corporations to Fortune 500 companies, not just municipalities, and our percentile is based on how we fit in Gallup's overall survey population for all organizations. So, some of the attempts at comparison get a little skewed in terms of the type of government because it is more than just public sector entities.

Trustee Mitchell asked how Lincolnshire has trended or changed over the last few years. Village Manager Burke stated Lincolnshire has increased in almost all categories.

Village Manager Burke continued his presentation with basic employee needs and what employees give to the organization.

Trustee Grujanac asked what the scale is for the questions. Village Manager Burke noted the scale for questions is 1 – 4.

Village Manager Burke continued the presentation with teamwork and how the "Committed to quality" question can be relative to so many new employees.

Trustee Pantelis suggested making a recommendation to Gallup to change the wording of the question about "Do you have a best friend at work." Village Manager Burke agreed and noted several employees stated the same thing.

Village Manager Burke continued the presentation with growth, and custom questions noting there were increases in all the questions

except for “I have performance metrics that are within my control” which had a slight decrease. The highest rating in the custom question to note is “I plan to be working in this organization two years from now” which is a commitment to the organization with new employees coming into the Village’s operations. Village Manager Burke stated another area to note that was rated high is “I believe that my salary and benefits are commensurate to the effort that I put in.”

Village Manager Burke provided slides from both years for comparison regarding how often employees feel burned out at work. Trustee Wright suggested getting additional information on how often employees feel burned out at work and see if it may relate to certain age groups or job longevity.

Village Manager Burke stated each Department Manager has reviewed the survey results with their departments to see what changes might be made.

Trustee Grujanac asked how often the survey is done. Village Manager Burke noted the first time it was done was last year and going forward it can be done each year, and over time the organization can determine if the survey needs to be administered yearly.

Mayor Brandt asked if there was any way to tailor any of the questions or add our own. Village Manager Burke stated the comparisons to the Gallup Survey environment would be lost if we tailor or add our own questions.

Trustee Mitchell noted concern with the overall ranking being in the bottom 1/3 and asked if there could be some comparisons to state and local government. Village Manager Burke stated he would try to get this information to report back to the Board. Mayor Brandt asked staff to run a separate report on departments.

Assistant Village Manager/Community & Economic Development (CED) Director Roesler noted he had a follow-up call with the account representative from Gallup to digest the results and understand how the scores changed on each question. The main takeaway is that Lincolnshire’s engagement rating is 52% whereas the overall engagement for all employers throughout the country is at 31%. So, to the comment is Lincolnshire a competitive place to work for local government professionals? The answer is yes, but even more competitive when you look at engagement for public and private workers.

Trustee Mitchell stated encouragement for the 52% engagement but noted concern on how we come to an overall ranking of 37%. Assistant Village Manager/CED Director Roesler stated the Gallup surveys are worldwide so this may be the area of improvement being compared to organizations outside the US that may have more engaged employees.

2.3 Public Works

- 2.4 Public Safety
- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

5.1 5 ILCS 120/2(c)(6) – Setting Price for Sale of Village-Owned Property

~~**5.2 5 ILCS 120/2 (c)(1) – Performance of Specific Employees**~~

Trustee Grujanac moved, and Trustee Wright seconded the motion to go into Executive Session Regarding 5 ILCS 120/2(c)(6) Setting Price for Sale of Village-Owned Property.

Item 5.2 was taken off the agenda due to two Trustees absent from the meeting.

The roll call vote was as follows:

AYES: Grujanac, Pantelis, Mitchell, Wright

NAYS: None

ABSENT: Kelly, Raizin

ABSTAIN: None

Mayor Brandt declared the motion carried and the Board went into Executive Session at 8:03 p.m. and came out of Executive Session at 8:08 p.m.

6.0 ADJOURNMENT

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 8:09 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk