

**VILLAGE OF MATTESON STRATEGIC PLANNING MEETING
FRIDAY, JULY 7, 2017
HAMPTON INN (MATTESON, IL), HOSPITALITY ROOM**

MEETING MINUTES

CALL TO ORDER: Village President Chalmers-Currin called the meeting to order at 12:36 a.m.

ROLL CALL: Clerk Yumeka Brown called the roll. Those presents were Village President Sheila Chalmers-Currin, Trustee Paula Farr, Trustee Andre Satchell, Trustee Veloid Cotton, and Trustee Adam Shorter.

Absent Trustees: Trustee Bridget Dancy and Trustee Sam Brown.

STAFF IN ATTENDANCE:

Brian D. Mitchell, Village Administrator
Eileen A. Majda, Assistant to the Village President & Administrator
Benefits Administrator

TRANSITION REPORT FROM VINCE WILLIAMS:

Vincent Williams from Vincent R. Williams & Associates P.C. introduced himself to the board and gave an overview of the transition plan recently created. Vincent Williams and his staff, surveyed and met with Village staffers to make recommendations to the board related to village practices. A written report was drafted, but would later be circulated to the group after President Chalmers-Currin has had the opportunity to review. A few recommendations highlighted from the report included:

Administrative Services Recommendations

- Update Village disaster plan.
- Develop a five-year capital development plan.
- Integrate electronic record keeping.
- Develop key performance metrics.
- Update harassment policies.
- Enhance procurement purchasing process (purchasing, bids, etc.). Look into ways going forward doing business differently.
- Focused at leadership level principally.
- Improving hiring training and promotion practices (a lot of cross utilization of people due to budget shortfalls and seasonal work).
- Embrace technology.
- Steps to increase morale and budget practices.
- Enhance workforce oversight and accountability (people didn't feel appreciated). An accountable work environment will help increase moral.
- Improve adoption technology across the Village, so that departments can talk to each other.

- Develop metrics to measure performance and accountability (there is a great need to make sure that people are doing what they are supposed to, there was not a standard). This was based on customer service.
- Improve collection and access to village data (making accessible to residents).
Of note: Vendors are charging a penalty for paper documents
- Adapt a data driven decision making process for the departments
 - there are resources and grants available to do some of the automation processes.
- Enhancing policy and procedures to prevent legal issues.
- The village needs an ethics policy and officer.
 - The president has shared this with the Village attorney's with the hopes that the board will be in agreeable with this.
- Adopt best practices for contracts and procurement (RFP'S, diversity, pricing)
- The Village should create standard operating procedures. Including Clarity, simplicity, details....not overly complicated.
- Look into ways to hire local and there should be incentives for people who live and possibly want to work in the city? Housing assistance, down payment assistance, etc
- Compare local ordinances to state statutes.

Public Safety

- Examine hiring practices.
- Update fire prevention programs.
- Replace police vehicles.
- Create a window for residents to be heard.

Economic Development

- Maximize on the assets that are attractive to the Village.

THE ROLE OF ELECTED OFFICIALS

Attorney Mary Ryan Norwell of Odelson Sterk, LTD gave a presentation to the board to provide an overview of their role of being an elected official. This overview covered the the Open Meetings Act (OMA), Freedom of Information Act (FOIA), and a general overview of each elected position description within the Village.

ADJOURNMENT:

Trustee Paula Farr motioned to adjourn and seconded by Trustee Adam Shorter.

Respectfully Submitted,

Yumeka Brown
Village Clerk