

Executive Session **March 14, 2013**

Supervisor Jones called for a motion to enter into Executive Session for the purpose of Personnel-5 ILCS 120/2 (C1). Motion by Trustee Willms, second by Trustee Johnson that we enter into Executive Session for the purpose of Personnel-5 ILCS 120/2 (C1). **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Executive Session came to order at 5:34 p.m. **Members present were:** Trustee Charles "Chuck" Willms, Trustee Katherine Rothwell-Francis, Trustee Jeff McBride, Clerk Rose M. Staben, Trustee Percy L. Johnson, John Joannem Township Attorney, Patricia Jones Waukegan Township Supervisor, Ana Albarran/Human Resource Manager.

Supervisor Jones mentioned that many Township employees will be retiring. She said that several of the positions will be filled internally and others outside of the office. She asked Ana Albarran to expound on the matter. Mrs. Albarran distributed the recommended list of the "Vacant Positions in 2013", listing the employees names, departments, current salary, recommended employee, new salary and effective dates of each new position. She reviewed the "Vacant Positions in 2013" and mentioned that the retirees Marty Williams, Silas Herndon and Patricia Barker positions will be filled internally and the positions of retirees Ana Albarran, William Caldwell and Isabel Reyes will be advertised for prospects.

Mrs. Albarran expounded on the "Recommended New Position" for Public Relations/Marketing Coordinator and "Internal Position Recommendation" for Ashley Jackson/Financial Assistant. She said as the Township continues to develop events and programs the Public Relations/Marketing position is essential. Supervisor Jones said as the Township progresses with more revenue producing activities, programs and volunteers the Public Relations/Marketing individual in turn will generate dollars.

Mrs. Albarran distributed the "Waukegan Township Employee Resignation" for Isabel Reyes/Staben House Case Worker, effective April 04, 2013. She said this position will be listed immediately. Supervisor Jones mentioned that Ms. Reyes is leaving to work in her field of education.

Supervisor Jones called for a motion to enter into Open Session at 5:50 p.m. Motion by Trustee Francis, second by Trustee Johnson that we enter into Open Session at 5:50 p.m. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**