

Executive Session **August 08, 2013**

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

Executive Session came to order at 5:17 p.m. **Members present were:** Trustee Charles "Chuck" Willms, Trustee Katherine Rothwell-Francis, Trustee Jeff McBride, Clerk Rose M. Staben, Trustee Percy L. Johnson, Ana Albarran/Human Resources, John Joanem Township Attorney, Patricia Jones Waukegan Township Supervisor.

Supervisor Jones asked Ana Albarran to address the Board with the up-date regarding the employee evaluations. Mrs. Albarran distributed the chart, listing the qualified employees names, % of annual evaluation, current hourly or bi-weekly salary with increases and dates of the five retirees. The Board members reviewed the chart and returned the information to Mrs. Albarran. Supervisor Jones said some minor changes will be made with position duties to be finalized at a future meeting.

Mrs. Albarran distributed the "Waukegan Township Employee Resignation" of Christine Ortega/Executive Assistant as of August 09, 2013. Supervisor Jones mentioned that Tara Bankhead will not be replacing Ms. Ortega. Supervisor Jones mentioned that Ms. Ortega was due an increase in March 2013, due to this oversight she will receive a retroactive payment. She said that Ms. Ortega goal is to teach and she has accepted a position with a Chicago charter school.

Mrs. Albarran distributed a copy of a Waukegan Township letter that will be sent to Mr. James Bulls regarding his termination for reasons concerning his behavior and unprofessional conduct. Supervisor Jones said that the letter of termination will be sent to Mr. Bulls via certified mail. She said the Township extended an opportunity for resignation to Mr. Bulls but he has not responded.

Mrs. Albarran distributed a copy of a termination letter that will be sent to Ms. Ruth Muuru/Case Manager dated August 09, 2013. She said it has been researched and proven that Ms. Muuru has been residing and owns a home in Zion. Supervisor Jones said it was discovered in 2008 that Ms. Muuru was living in Gurnee, which she denied. She was told about the residency requirement policy. Trustee Willms asked why she was not fired then in 2008. Supervisor Jones responded that she was reprimanded and told about the residency requirement policy and told that she has to live in Waukegan Township and given ample time to make the residency change.

Mrs. Albarran distributed the "Waukegan Township Recommendation for Staff Appointment" for Alexis Bell/CDL Bus Driver for Park Place. She said she is a well qualified person. The position will be effective as of August 12, 2013 as full time at \$14.00 per hour.

Mrs. Albarran distributed the "Waukegan Township Recommendation for Staff Appointment" for Gregory Jones/Home Sweet Home Lawn Maintenance-Snow Removal. The position will be effective as of August 12, 2013 as full time at \$12.22 per hour.

Supervisor Jones called for a motion to enter into Open Session at 6:00 p.m. Motion by Trustee Francis, second by Trustee Willms that we enter into Open Session at 6:00 p.m. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms. **Nays:** Supervisor Jones. **Motion carried.**