

**VILLAGE OF ITASCA**  
**Executive Session Topic #2 of 2**  
**November 13, 2013 – 8:28 pm**  
(Page 1 of 2)

Call To Order: The Executive Session was called to order by Mayor Jeff Pruyn at 8:28 p.m. Village Attorney Chuck Hervas stated that the purpose of the Executive Session was to discuss personnel and the specific performance of those personnel.

Present: Village Attorney Chuck Hervas, Mayor Jeff Pruyn, Trustee Ellen Leahy, Village Clerk Melody Craven, Trustee Marty Hower, Trustee Jeff Aiani, Trustee Mike Latoria, Village Administrator Evan Teich, HR/Risk Management Coordinator Christina Petitti, Trustee Lucy Santorsola and Trustee Frank Madaras.

(Salary Study and Compensation Philosophy) Mayor Pruyn began the discussion by stating that the salary study done in conjunction with the comparables that were created show that the Village's Department Heads salaries are below mid-grade. There was a proposal to increase the salary of several employees in supervisory roles discussed. A discussion ensued. Ms. Petitti and Mr. Teich were looking to find out which parts of the proposed compensation philosophy the Board was comfortable with. A new evaluation procedure, partially merit-based, was proposed. Employees would be evaluated on level of experience and skill set. Moving up through the salary range would require some merit and a recommendation from a department head or the Village Administrator. An improvement plan would be put into place if an employee receives a "below expectations" rating at their evaluation and would likely not receive a merit raise or a COLA (cost of living) increase. Ms. Petitti would utilize a list of eight communities to establish a salary range and update the range every year or two with a salary survey. If a position opens up, a spot survey could be done. There was a unanimous consensus of the Board approving the evaluation procedure and compensation philosophy.

(Dan Corcoran, IT Manager Re-classification to IT/Communications Director) Mayor Pruyn stated that it was his recommendation as well as that of Mr. Teich to re-classify Village employee Mr. Dan Corcoran from IT Manager to IT/Communications Director with additional duties. A discussion ensued including a request for a more complete job description for that position. Subsequent to the discussion, it was the Board's consensus to re-classify Mr. Corcoran's position including additional responsibilities and to increase his salary and make the increase retroactive to May 1, 2013. It was suggested that Mr. Corcoran obtain certifications in the future.

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**(Page 2 of 2)**

- (Chief of Police – Scott Heher) There was a consensus of the Board to increase Chief of Police Scott Heher’s salary as recommended to be effective November 1, 2013 in order to bring his salary more in line with the salary study completed.
- (Director of Public Works - There was a consensus of the Board to increase the Director of Public Works Ross Hitchcock’s salary as recommended to be effective November 1, 2013 in order to bring his salary more in line with the salary study completed.
- (Executive Session Adjournment) Mr. Madaras made a motion to adjourn the Executive Session at 9:22 p.m. Mr. Hower seconded. Voice Vote: Ayes – 6, Nays – 0, Abstain - 0, Absent – 0. Motion Passed.

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Minutes by Melody J. Craven, Village Clerk