

**Village of Niles**  
**General Government / IT Committee**  
**Meeting Summary**  
**March 12, 2019**

The following Voting Persons were in attendance: Chair John Jekot, IT Director Bill Shaw, Village Manager Steven Vinezeano, and Resident Cammy Fortuna. Staff present: Hadley Skeffington-Vos, Katie Schneider, Mitch Johnson, Kathy Thake, Marlene Victorine, Ross Klicker, Katie Schneider, and Evangeline Alpogianis.

**I. Call to Order**

The meeting was called to order at 9:03 a.m. in Room 218 at the Niles Administration Building by Chairman John Jekot.

**II. Approve Meeting Minutes – February 12, 2019**

Steve Vinezeano made a motion, seconded by Bill Shaw, to approve the minutes of the February 12, 2019 meeting. On voice vote, all concurred.

**III. New Business**

- a. Approval of Contractual Agreement with Health Endeavors to Provide Occupational Health Services  
Deputy Village Manager Hadley Skeffington-Vos recommended approval of a contract with Health Endeavors for occupational health services, including annual physicals, drug testing, and DOT certifications. Health Endeavors submitted the lower of the two quotes from the RFP, has an expansive reference list, and was favored by Police, Fire, and Public Works staff. With a motion from Bill Shaw and a second from Steve Vinezeano, the Committee agreed on voice vote to allow the agreement to go to the Village Board.
- b. Board Approval—Amendments to Employee Handbook  
Hadley Skeffington-Vos introduced six proposed changes to the Employee Handbook, all of which were recommended by the Village’s labor attorney or suggested in the HR Audit. The labor attorney also reviewed any changes made in house by the Human Resources. Bill Shaw motioned, seconded by Cammy Fortuna, to bring to the Board for approval. On voice vote, all concurred.
- c. Resolution Authorizing a Contractual Agreement with Blue Cross Blue Shield of Illinois to Provide Health Insurance for the Fiscal Year Beginning May 1, 2019  
Hadley Skeffington-Vos notified the Committee that the Village is not recommending any increases to employees’ premiums and recommended a renewal of the contract with Blue Cross Blue Shield. Bill Shaw made a motion, seconded by Cammy Fortuna, to bring the contract with BCBS to the Board for approval. On voice vote, all concurred.

**IV. Open Discussion / Public Comment**

Bill Shaw reported to the Committee that IT is going out to bid for new servers the third week of March. The IT Department will receive bids in April, then place the order for new servers in May.

**V. Adjournment**

On voice vote the meeting was adjourned at 9:22 a.m.

Drafted on March 14, 2019

Approved on 04/09/2019

Signed: Evangelina Alpoqianis  
Evangelina Alpoqianis, Management Analyst