



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING
MINUTES DRAFT
TUESDAY, JANUARY 16, 2018
7:30 PM**

- A. **CALL TO ORDER:** Chairperson Roman called the Administration & Finance committee meeting to order at 9:47PM.
- B. **MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE:** Chairperson forgoes the moment of silent meditation & the pledge of allegiance, since it was done at the prior committee meeting.
- C. **ROLL CALL:** The Chairperson asked the Clerk to read the roll call.

Present: Councilperson Roman, Chairperson
Mayor Cubillos, Vice Chair
Councilperson Nickerson, Member

Also present: Christia Alou, Interim Village Manager
Yenise Jacobi, Village Clerk
Councilperson Werner Dreher

- D. **APPROVAL OF AGENDA:** The Chair asked for any additions or amendments to the Agenda. Councilperson Roman asked for strike out of G4 and replace with attorney discussion. Chair asked for agenda approval with additions. Vice Mayor Nickerson motioned, and Mayor Cubillos second. The motion carried unanimously.
- E. **APPROVAL OF MINUTES:**
E1. Minutes for October 3, 2018 Administration & Finance Committee Meeting, was motioned by Vice Mayor Nickerson and Second by Mayor Cubillos. Minutes approved.

F. **GOOD & WELFARE:** None noted.

G. **AGENDA ITEMS:**

G1. Tracking Report Review

G1a. Additions, deletions and any amendments made are reflected on the tracking report sheet.

G2. Acting Chief Position

G2a. The Chair asked to take into consideration the current Acting Chief.

G2b. Mayor Cubillos stated that the selection of the Chief is done through the manager.

G2c. Interim Alou stated that she had been to training with the Acting Chief in response to leadership role and that the Job Description for the position of Chief will be shared with everyone by email on Friday.

G3. Interim Manager Position

G3a. **Motion:** For the Council to keep as permanent Village Manager the Interim Village Manager Christia Alou.

Action: **Passed Moved by** Vice Mayor Nickerson. **Seconded by** Mayor Cubillos

Vote: (Summary: Yes=3, No = 0).

Councilperson Roman	Yes
Councilperson Nickerson	Yes
Mayor Cubillos	Yes

G4. Attorney Discussion

G4a. **Motion:** To move to Full Council Attorney Discussion

Action: **Passed Moved by** Mayor Cubillos. **Seconded by** Vice Mayor Nickerson

Vote: (Summary: Yes=3, No = 0).

Councilperson Roman	Yes
Councilperson Nickerson	Yes
Mayor Cubillos	Yes

G5. HR Position

G5a. Chair asked manager if there had been a selection for the position when they are to start.

G5b. Chair asked manager to discuss with CFO, he needs to be reminded who he reports to and his needs are to be addressed with the Manager.

G6. Clerk Review

G6a. Chair asked regarding the review status who had turned in or not and that she might have some changes on hers.

G6b. Clerk stated that she had not received original reviews and addressed the Interim Village Manager to please provide them.

G6c. Interim Village Manager stated that she will provide the ones she had were Councilperson Roman and Councilperson Dreher

H. GOOD & WELFARE:

H1a. Werner Dreher- 486 NE 46th Street – I would like to be included through the contracts reviewing it as well.

H2a. Hugh Gladwin- I would like to request that the Interim Village Manager be considered and would be delightful if she stays.

I. ADJOURNMENT: Chair called for a motion to adjourn the Administration & Finance committee meeting. Mayor Cubillos made a motion and Vice Mayor Nickerson seconded the motion. The motion carried unanimously. Meeting adjourned at 11:07 P.M.