

APPROVED
Village of Lake Zurich

Executive Session
Saturday, December 12, 2015

Meeting called to order by Mayor Tom Poynton at 8.15am

1. **Roll Call:** Mayor Thomas Poynton, Trustee Jim Beaudoin, Trustee Jeff Halen, Trustee John Shaw, Trustee Marc Spacone, Trustee Jonathan Sprawka, and Trustee Dan Stanovich., Village Clerk Kathleen Johnson, Interim Village Manager Steve Husak., Also present: HR Manager Doug Gibson, GOVHR Lee Szymborski
2. **Appointment, employment, compensation, discipline, performance or dismissal of specific employees: 5ILCS 120/2C/1**

Interviewing candidates for Village Manager's position. Doug Gibson advised the Board members on question sheet and scoring.

There was a recess from 8.16am to 8.29am

Candidate #1 entered the meeting at 8.30am. HR Manager Doug Gibson explained that he would ask the questions and the answers should be directed to the Board members. Questions were presented to the candidate and answers were given. Time was allowed for the candidate to ask questions of the Board.

Candidate #1 departed the meeting at 9.32am.

There was a recess from 9.33am to 9.46am.

Candidate #4 entered the meeting at 9.46am. HR Manager Doug Gibson explained the interview process. Questions were presented to the candidate and answers were given. Time was allowed for the candidate to ask questions of the Board.

Candidate #4 departed the meeting at 10.45am

There was a recess from 10.45am to 11.00am.

Candidate #9 entered the meeting at 11.00am. HR Manager Doug Gibson explained the interview process. Questions were presented to the candidate and answers were given. Time was allowed for the candidate to ask questions of the Board.

Candidate #9 departed the meeting at 12.10pm

There was a lunch recess from 12.10pm to 1.00pm.

Candidate #3 entered the meeting at 1.00pm. HR Manager Doug Gibson explained the interview process. Questions were presented to the candidate and answers were given. Time was allowed for the candidate to ask questions of the Board.

Candidate #3 departed the meeting at 2.02pm

There was a recess from 2.02pm to 2.15pm.

Candidate #7 entered the meeting 2.15pm. HR Manager Doug Gibson explained the interview process. Questions were presented to the candidate and answers were given. Time was allowed for the candidate to ask questions of the Board.

Candidate #7 departed the meeting at 3.15pm.

There was a recess from 3.15pm to 3.21pm

The meeting resumed at 3.21pm.

The Board then discussed the five candidates and their responses to the questions. Mayor Poynton polled the Trustees for their two candidates and the consensus was to invite #3 and #9 for second interviews on Monday, December 21st 2015, following the regular Board meeting. HR Manager Doug Gibson and GOVHR Lee Szymborski will contact the candidates. The Board was instructed to submit questions by Wed. December 16th, 2015 as the Board may wish to ask different questions of each candidate.

3. Adjournment

Motion to adjourn was made by Trustee Stanovich, seconded by Trustee Sprawka.

AYES: 6 Trustees Beaudoin, Halen, Shaw, Spacone, Sprawka, Stanovich.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

Adjourned at 3.35pm.

Respectfully submitted: Kathleen Johnson, Village Clerk