

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott Niehaus, Village Manager *SN*
DATE: August 26, 2020 (B of T) Date: September 3, 2020
TITLE: Request to Schedule an Institute Day for Village Offices on Friday, September 18th

BACKGROUND/POLICY IMPLICATIONS:

The attached memo sets forth a request to implement a Staff Institute Day on Friday, September 18, 2020. On this day, Village staff will report to work for employee training and presentations on the issue of diversity and inclusion and an opportunity for workstation and file clean-up throughout the day. Although Village employees will not be receiving the day "off," Village Offices will be closed to the public to facilitate this training and clean-up opportunity.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *W. Burk* _____ Date *8/26/20*

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.