

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 *[Signature]*  
DATE: August 26, 2020 (B of T) Date: September 3, 2020  
TITLE: Request to Schedule an Institute Day for Village Offices on Friday, September 18<sup>th</sup>

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 *[Signature]* \_\_\_\_\_ 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.



TO: Honorable President and Board of Trustees

FROM: Scott Niehaus, Village Manager *UNA*

DATE: August 26, 2020

RE: REQUEST TO CLOSE TO THE PUBLIC ON SEPTEMBER 18, 2020

Village of Lombard staff is requesting authority to close the Village Hall on Friday, September 18, 2020 for Village-wide employee diversity training and office clean-up. The Village Hall lobby is already closed to public walk-in business on Fridays, with staff available only by phone and electronic means, therefore the impact upon citizens will be minimized. We implemented a similar Institute Day this year on Presidents Day in February, which was well received by employees.

We are requesting that Village offices be officially closed to the public in order for management to conduct training sessions on the issue of diversity and dedicate the remainder of the day for staff to deep clean up their work area and storage closets as well as catch up on filing.

As part of the scheduled training, Human Resources will schedule training sessions for staff on topics including diversity, inclusion, communication, and respect and professionalism. Additional training sessions will be offered throughout the week to accommodate shift personnel schedules.

The benefits of training staff are as following:

- Improve performance: employees who receive the necessary training are more able to perform in their job. Training allows us to strengthen skills and knowledge. Employees who are competent and on top of changing industry standards help our village hold a position as a leader within local governments.
- Improve employee satisfaction and morale: investing in our employees show them they are valued especially with a tenured staff. Employees that feel appreciated and challenged through training opportunities will feel satisfied about their job.
- Increase innovation: offering employees training can encourage creativity. New ideas can be formed as a direct result of training.
- Enhance our reputation and profile: training makes an organization more attractive to potential new recruits who seek to improve their skills and opportunities associated with those skills.

The benefits of the clean-up day are as following:

- Better operation efficiencies: Cutting through the excessing storage of unnecessary documents/emails facilitates getting the right information to the right people at the right time.
- Saving space and controlling costs: Space is a premium for all offices. Controlling cost is a consideration when looking for space. Spending money sending documents to inactive storage facilities is not a good option.

Please let Kathleen Dunne or me know if you like to discuss this matter or have any additional questions.