

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
DATE: January 29, 2020 (B of T) Date: February 6, 2020
TITLE: Request to Schedule an Institute Day for Village Offices on Monday, February 17th

BACKGROUND/POLICY IMPLICATIONS:

The attached memo sets forth a request to implement a Staff Institute Day on Monday, February 17, 2020 (Presidents Day). On this day, Village staff will report to work for employee training, presentations, and an opportunity for a workstation and file clean-up throughout the day. While Village employees will not be receiving the day "off," Village Offices will be closed to the public to facilitate this work and these events.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X  _____ Date 1/29/20

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.



MEMO TO : Village President Keith Giagnorio and
Lombard Village Board

FROM : Scott R. Niehaus
Village Manager

DATE : January 28, 2020

SUBJECT : **REQUEST TO SCHEDULE INSTITUTE DAY FOR VILLAGE HALL**

Per my prior communication with you, I have prepared this memo formally seeking Village Board approval to implement a Staff Institute Day on Monday, February 17th. This is also Presidents Day which is a federal and banking holiday.

Contrary to how it may sound, this would NOT be a day off for employees. However, it would be a day where we close Village, Public Works and Fire Administrative Offices in order to take advantage of the Federal holiday to do the following:

1. Provide mandated employee training for personnel that work in the Village Hall;
2. Presentation of Village Manager "coffee talks" to Village Hall personnel and others that can be available;
3. Conduct a computer software switchover in order to limit impact during normal operation hours;
and
4. Departmental meetings and team building

In many ways, this would be very similar to a teacher institute day at local school districts where the students do not attend class, but the teachers and administrators all work. Except in our case, Village, Public Works and Fire Administrative Offices would NOT be open to complete transactions or answer phones. That is why doing this on President's Day works out so well, because many people think that we are closed anyway. In checking with the front counter, we typically have about 35% of the normal foot traffic and phone call traffic on days like Columbus Day, Veterans Day, etc.

All shift personnel in police, fire and public works would still maintain their normal duties as scheduled. A memo from HR Director Kathy Dunne regarding activities scheduled for the day as well as an email from IT Director Kevin Goethals regarding the computer switch over are attached.

In order to make sure that the Village, Public Works and Fire Administrative Offices are shut with support of the Village Board, I would be seeking to place this on the Consent Agenda next for February 6. If approved, we will post the Village, Public works and Fire Administrative Offices as closed on February 17th and provide notice similar to how we do on other holidays in order to inform the public that we will not be open for transactional purposes.

SN:cb

Attachments

Cc: Department Heads
Tom Bayer, Village Attorney



TO: Scott Niehaus, Village Manager

FROM: Kathleen Dunne, Director of Human Resources

DATE: January 13, 2020

RE: REQUEST TO CLOSE TO THE PUBLIC ON PRESIDENT'S DAY

I'm requesting to go to the Board of Trustees to receive authority to close the Village Hall to the public on Presidents' Day 2020. Monday, February 17, 2020 is a federal holiday and is considered a day-off for many businesses, including the United States postal carriers, state government, and banks.

I'm requesting that the Village Hall to be closed to the public in order for management can conduct training sessions and dedicate the day for staff to deep clean up their work area and storage closets as well as catch up on filing. The clean-up day sanctioned and supported by each director to set aside valuable time for employees to go through their desk and office files, hard drives, network files, email and clean out those files that are no longer needed for records retention requirements and that are not under tax, litigation or investigative hold.

In addition to improving the work environment, the Human Resources department would like to offer a training session on Customer Service and Social Media policy for staff that we believe would be helpful. Additional training sessions offered are: Reasonable Suspicion for supervisors, Coffee Talks with the Village Manager and Effective Communication.

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.

Niehaus, Scott

From: Goethals, Kevin
Sent: Thursday, January 23, 2020 2:56 PM
To: Niehaus, Scott
Subject: Presidents Day - IT Maintenance

Hi Scott,

Please advise if the Village offices are going to be closed on President's Day, February 17th and used for a training day. I would like to schedule a firm date with New World to perform our migration to the Cloud. The 17th be the ideal date because I would be able to start the migration at 6am and have IT staff here during the migration to work with New World engineers. Having it done that day would not cause any disruptions to Village staff since they will be training. Otherwise, I will need to schedule approximately 2-4 hours of down time for the migration, because staff members can't be in the system during the migration, and New World doesn't start their migrations in the evening.

Thanks for your consideration.

Regards,

	<p>Kevin Goethals IT Manager Village of Lombard 255 E Wilson Ave. Lombard, IL 60148</p> <p>Phone: (630) 873-4740 Email: goethalsk@villageoflombard.org Web: www.villageoflombard.org</p> <p>Follow us:   </p>
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