

**MINUTES OF THE EXECUTIVE SESSION
OF THE BOARD OF TRUSTEES
OF PALATINE TOWNSHIP
June 6, 2022**

Clerk Moran called the roll at 7:09 p.m. and the following were present in the Patriot Room: Supervisor Kalkounos, Trustees Svenson, Bolanos, Freese, and Smolka, Clerk Moran, and Attorney Airdo. Along with invited participants: Assessor Pohlman and Administrator Lopez*

**Please note that both invited participants left midway through the meeting, noted below*

Supervisor Kalkounos asked Attorney Airdo to explain the reason the Board convened into Executive Session. Attorney Airdo reported that the reasons are for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees as pursuant to Open Meeting Act Sec. 2(c)(1).

Supervisor Kalkounos reported that he asked Administrator Lopez and Assessor Pohlman to join the Executive Session Meeting as invited participants to speak about the interview process and committee findings, as they were Administrator Replacement Committee members.

Administrator Lopez noted that the process was smooth and quick. The job was advertised on Indeed and published with several government agency sites. There were 62 total applications with 43 from *Indeed* and 19 from government sites. It was determined that none of the *Indeed* candidates had the necessary credentials, and the candidate pool of 19 was narrowed to 10; after follow-ups, the pool was narrowed to three highly qualified candidates. Anna Chychula, current Assistant Administrator, and two others. Resume packets were distributed to those present.

Supervisor Kalkounos noted that the recommendation of the Committee is to offer the job of Palatine Township Administrator to Anna Chychula, as she is extremely qualified and ready to move the Township forward. Some discussion regarding the Assistant Administrator position ceasing to exist, with some changes made to existing Front Office employee positions.

Administrator Lopez noted that resignation letters for retirement purposes were received from Connie Osmer (Front Office) and Karrie Nordin (Transportation) today.

Some discussion regarding the possible move to three full-time Front Office positions from the current one full-time and two part-time positions.

At 7:27 p.m. Administrator Lopez and Assessor Pohlman were asked to leave the meeting to allow for voting member deliberations.

Some discussion regarding at-will vs. contract being offered to Ms. Chychula; possible ordinance; compensation to equal the outgoing Administrator's salary and benefits, etc.

Board consensus was to approve of Supervisor Kalkounos verbally offering the Administrator position to Anna Chychula tomorrow (with the same compensation package as the outgoing Administrator) and a Special Board Meeting held one week from today, just prior to the scheduled June COW Meeting at 7 p.m. with the agenda item of the board voting to formalize the appointment at the Special Board Meeting.

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Some further discussion involved the need to hire an individual with good technology/public & govt. relations skills/communications skills in future operational set-up; and that Front Office staff may be two full-time and one part-time also, that nothing is settled. Supervisor Kalkounos will be asking the new Administrator for her thoughts on proceeding with position specifics, etc.

MOTION by Trustee Bolanos, seconded by Trustee Svenson to adjourn from Executive Session at 8:33 p.m.

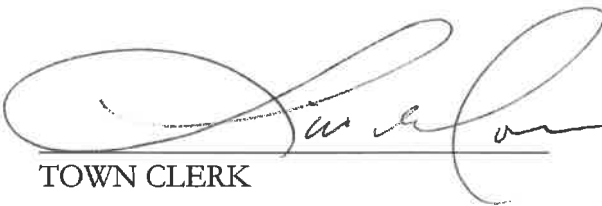
ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

Respectfully submitted,



TOWN CLERK