

VILLAGE OF MATTESON
SPECIAL
BOARD OF TRUSTEE MEETING
AGENDA MEMORANDUM

Monday
January 8, 2018
7:30pm
Village Hall Council Chambers

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. OPPORTUNITY FOR PUBLIC COMMENT (2 minute maximum per person)
5. CONSENT AGENDA

All items on the Consent Agenda are considered routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

 - A. CONSIDERATION OF MINUTES
 1. Board of Trustee Meeting of December 18, 2017
 - B. CONSIDERATION OF FINANCIAL REPORTS
 1. Salary, Overtime and Accounts Payable
6. ITEMS REMOVED FROM CONSENT AGENDA
7. ACTIVE AGENDA
 - A. NEW BUSINESS
 1. Consideration by the Board of Trustees of an Ordinance Adopting a Policy Prohibiting Sexual Harassment

Public Act 100-0554 requires that all governmental units adopt an ordinance by January 15, 2018, which establishes a policy prohibiting sexual harassment. In compliance with the Act, the attached policy (Exhibit A) prohibits sexual harassment, defines sexual harassment, provides a reporting procedure, prohibits retaliation, and provides consequences for violating the policy as well as for making a false report. This ordinance covers all officials and employees of the Village.

Upon adoption by the Village Board of Trustees, the policy will be incorporated into the employee handbook as part of the non-harassment policies and will be included in non-harassment training for all employees.

Therefore, it is recommended that *the Board of Trustees adopt an ordinance adopting a policy prohibiting sexual harassment for the Village of Matteson, as presented.*
8. COMMENTS BY VILLAGE OFFICIALS
 - a) Trustee Committee Reports
9. ADJOURNMENT