



REPORT TO APC

ITEM NAME:	Code of Conduct and Complaint Procedure Review
MEETING DATE:	August 19, 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	David Baker

ISSUE: A resident of the Village has filed a complaint against all 7 VOK Board members and against 1 Village employee (a Department Head), requesting that the complaint be entered into the official complaint log which is reviewed by the CLIPP committee.

The Village has adopted a Code of Conduct 115-13 which governs the procedure for handling complaints by residents against elected officials. The Code of Conduct does not include entering the complaints against elected officials in the CLIPP complaint log.

Ordinance 14-21 governing CLIPP includes the language in 14-21G(8) that states that CLIPP duties shall include any matter of resident complaints or concern.

Policy GEN-012 Complaints to the Village also addresses the Complaint Procedure.

The Village's organizational chart shows that the Department Heads report to the Village Administrator which would indicate that the Village Administrator is responsible for supervision and discipline of Village employees, rather than a Standing Committee.

This item falls under the following APC jurisdiction: (14-20G1) Personnel policies and (14-20G3) Changes to policies of the village as they relate to personnel or financial matters.

OBJECTIVES:

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Consider the various Village ordinances and policies relating to complaints by residents against Village Elected Officials and Employees and forward any recommended changes to the Village Board.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): Code of Conduct, Ordinance 14-21, Policy Gen-012, VOK Organizational Chart
Page 1.