

June 26, 2017

FOIA Requestor # 17.6.19 Patricia Couch  
Recipient Name

Dear Ms. Couch

Thank you for writing to the Village of Sauk Village ("Village") with your request for information pursuant to the Illinois Freedom of Information Act (FOIA). Your request seeks information regarding:

- Salary and benefits package information for the Executive Secretary, the Village Treasurer and the Director of Economic Development.
- Certified minutes that show the Open Meeting vote on their salaries and benefits.

The information requested is located below:

1. Please refer to three letters included in this packet from the Human Resources Director and subsequent documents responding to your individual requests and that of another FOIA requestor where the response was provided for the Director of Economic Development, the Administrative Assistant and the treasurer. Included in the letter is re-addressment of your previous FOIA Request (17.6.2) dated June 2, 2017.
2. Minutes of the minutes that show a voice vote of salaries and benefits are unavailable as requested as they do not exist.

If I can be of further service, please contact me!

Thank You,

Marva Campbell-Pruitt  
Village Clerk/FOIA Officer



21801 Torrence Ave., Sauk Village, IL 60411 - Phone (708) 758-3330 - (708) 758-1634

Monday, June 26, 2017

Dear Ms. Couch:

The Executive Secretary information was previously provided on Wednesday, June 22, 2017 with all the details.

Please find the following information, as it pertains to the Economic Development Director position:

- |                                |                              |
|--------------------------------|------------------------------|
| • Date advertised              | 05/24/2017-05/31/2017        |
| • Where published              | www.saukvillage.org          |
| • Copy of ad                   | N/A                          |
| • Date posted                  | 05/24/2017-05/31/2017        |
| • Where posted                 | www.saukvillage.org          |
| • Copy of posting              | See attached Job Description |
| • Date of hire                 | 05/30/2017                   |
| • Name                         | Joseph Wiszowaty             |
| • Salary                       | \$68,000 per year            |
| • Qualification and experience | Resume attached              |
| • Copy of resume               | Resume attached              |

There is no information available regarding the Village Treasurer, aside from the salary of \$6,000 per year. This information is publicly posted within the Sauk Village 2017-2018 Budget.

Cordially,

Dr. Alesia M. Straughter  
Human Resources Consultant

cc: HR file  
Mayor Burgess

## **SAUK VILLAGE ECONOMIC DEVELOPMENT DIRECTOR**

DEPARTMENT: ECONOMIC DEVELOPMENT  
/COMMUNITY DEVELOPMENT  
DEPARTMENT  
DIVISION: ADMINISTRATION  
POSITION TITLE: DIRECTOR  
JOB TYPE: ECONOMIC DEVELOPMENT  
DIRECTOR  
DATE DEVELOPED: MAY 9, 2017  
FLSA STATUS: EXEMPT  
REVISION DATE: N/A  
EEOC STATUS: PROFESSIONAL, ADMINISTRATION

**NATURE OF WORK:** Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.

This full-time position is responsible for working closely with the Economic Development Committee and other Village staff in promoting the business and economic development interests within the community. This position will include working with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for Village sponsored projects. This position is a direct report to the Village Manager/Mayor. This position requires a 6-month probationary period.

**ESSENTIAL RESPONSIBILITIES:** Directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development Committee.

Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Village on matters related to economic development.

Ability to be a team player with other Village staff.

Conduct other related work as assigned.

**Training and Experience Required:** Considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training.

Considerable knowledge of business development, community, and economic development.

Working knowledge of municipal zoning and infrastructure, and planning programs and processes.

Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public.

Ability to establish working relationships with other organizations and economic development practitioners.

Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, spreadsheet software, and general office equipment (telephone, fax, copier, calculator, etc.)

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

**Environment:** Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to

# Joseph Wiszowaty

## **SUMMARY**

*Skilled in finance and lending, experienced in business development, production and staff management, cost containment, loss mitigation and compliance with laws, policies and regulations. With my extensive experience in directing business, technology and financial operations and my proven ability to increase revenues, reduce costs, recruit employees and manage key business relationships, I feel that I will fit well within your establishment.*

## **PROFESSIONAL EXPERIENCE**

**June, 2010- May, 2017**

**Residential Lender**

**Various Banks**

Responsibilities include: Continued development of strong business relationships with referral partners including internal banking staff and external Real Estate professionals, Attorneys, Accountants and Builders for purchase money mortgages and refinance opportunities in the Cook and Will Counties Illinois and Lake and Porter Counties, Indiana. Identified and referred qualified clients to internal bank staff for sales opportunities. Collaborated with not-for-profit and governmental groups in assisting first-time homebuyers. Completed quality file submissions within 5 days. Average monthly production \$1.3 million to \$1.5 million per month

**October, 2006- June, 2010**

***Executive Vice-President & Director of Operations and Sales***

Responsibilities included: Making application to obtain HUD/FHA correspondent approval, establishing and implementing policies and guidelines for compliance, recruiting, hiring and training staff, assisting and supervising loan origination and production staff with all aspects of marketing and sales, processing and operations providing quality assurance reviews on loan applications, ensuring compliance with RESPA/TILA, HMDA, MDIA, and other regulatory acts, developing business partnerships with regional businesses, working to expand the company's presence within the community by affiliation and involvement with local, regional, state and national organizations. Additional responsibilities included preparing annual operational budget for Board of Directors approval in addition to monthly and quarterly reporting. Expanded production year over year and directed and supervised sales and operations staff of 25.

## **Education & Training:**

Home School and Marian Catholic High School, Chicago Heights, IL Graduate-1989

Credit Analysis, 1992

Investment Recovery, 1992

Residential Mortgage Lending- Certified, 2000

Indiana Mortgage Academy- Certified, 2002

Financial Strategies- Indiana Law, 2006

Mortgage Loan Closings & RESPA, 2009

Licensed- Indiana Securities Division (2000-2008)

Licensed- NMLS #135891- since 2008

Indiana Mortgage Loan Originator Licensed

Indiana Principal Manager Licensed- Indiana



21801 Torrence Ave., Sauk Village, IL 60411 - Phone (708) 758-3330 - (708) 758-1634

Wednesday, May 24, 2017

Dear Joe:

It is my pleasure to extend you an offer of employment as Director of Economic Development, with the Village of Sauk Village. This full-time position is being offered to you at the annual salary of \$68,000 with health benefits (after probation). There is a 6-month probationary period for this position that you are required to full-fill in-order to become permanent in this role. Upon 6-months or before, a work evaluation of the essential functions and outcomes will be conducted by the Mayor/Village Manager. Your position as the Director of Economic Development will require you to complete a confidentiality form.

Your first day will be **Tuesday, May 30, 2017**. Listed below are required documents that you will need to bring with you on your first day of employment:

- Unexpired document(s) verifying identity and employment eligibility, as detailed on the last page of the I-9 document from List A or one document from each of List B and List C)
- A pre-encoded voided check or savings slip
- Names, addresses, birthdates and social security numbers for anyone you may wish to list as a beneficiary
- Name, address and phone number of emergency contact(s)

In addition to the documents above, you may find it helpful to review the Village Employee Handbook at your convenience to be familiar with policies and procedures of the Village. The Village will provide life insurance and dental to full-time employees (after probation). You can enroll in the Illinois Municipal Retirement Fund.

A pre-employment criminal history check and / or fingerprinting is required of all Village employees which you will be required to take. Contingent of the outcome of the background check, your employment will be temporary until results are provided.

Please sign and date the section below to accept this offer letter of full-time employment. This is not a contract or a contract letter. This letter serves as an offer letter for new employment.

If you have questions prior to starting, please do not hesitate to contact me on my cell 708-927-0081. I am looking forward to having you join our team!

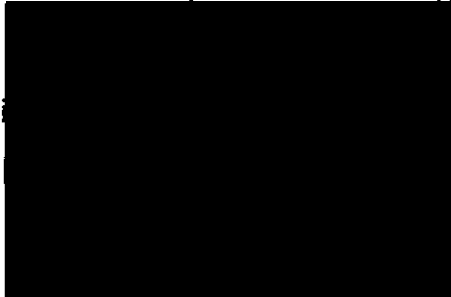
Sincerely,

Mayor Derrick Burgess



I, Joseph W. Szawalski, accept the position of Director of Economic Development with the 6-month probation for the Village of Sauk Village under the terms of this offer letter dated Wednesday, May 24, 2017.

S



Date:

5/30/2017