

**MINUTES OF THE SPECIAL OPEN MEETING HELD BY THE BOARD OF TRUSTEES  
OF THE VILLAGE OF RIVERVIEW, ST. LOUIS COUNTY, MISSOURI, HELD ON  
NOVEMBER 19, 2009.**

**BE IT REMEMBERED THAT** the Board of Trustees of the Village of Riverview, St. Louis County, Missouri, met at City Hall, 9699 Lilac Drive at 6:45 p.m. on November 19, 2009.

At the time and place, upon roll being called, there were found to be present the following named officers and members of the Board.

Trustee Howard Pierce	Present
Trustee Michael Ellington	Present
Trustee Phyllis Paro	Present
Trustee Bruce Stocker	Present
Chairman Steve Paro	Present

Village Clerk Megan Asikainen and Village Attorney Christopher Graville were also present.

There being a quorum present, the meeting was called to order by Chairman Steve Paro in order to have a work session to discuss Village policies and procedures.

Attorney Graville opened the meeting by stating that this was a continuance of the previous month's work session and asked if any of the Trustees had any further items of discussion from the prior session.

Trustee Ellington stated that on page 36 of the Personnel Manual the word "insubordination" appears and asked Attorney Graville to define insubordination. Attorney Graville responded that it is difficult to define because it is a subjective, but that it basically means failing to obey a command by a superior.

Trustee Ellington stated that he had a question about the language in a paragraph regarding drug and alcohol testing. He said that the paragraph uses "may" and wanted to know if it could be changed to "shall". Attorney Graville responded that the drug and alcohol testing policy was taken from a sample policy given to the Village by the Worker's Compensation carrier and that any changes to the policy would have to be reviewed by the carrier. He asked if the paragraph referred to testing following an accident on the job. Trustee Ellington responded that it did. Attorney Graville said that part of the Village policy provides for random sampling as well. He asked if Trustee Ellington intended to change the policy as far as the frequency of the sampling or just make the change to the policy following an accident. Trustee Ellington responded the accident portion only. Trustee Paro asked how the policy treats employees who are receiving medication under a doctor's care. Attorney Graville responded that the employees have to disclose if they are taking medication that could impair their abilities to operate machinery. Ms. Asikainen said that the employees also fill out a questionnaire when they go in for the testing at a lab that will list any medications the employee is taking.

Trustee Paro stated that she had a question about insubordination under the policy and asked what the policy states as far as if the employee is being harassed by the supervisor. Attorney Graville responded that the supervisors have to create a paper trail

showing the insubordination and the whole case would be reviewed by the Trustees to determine if the employee was truly insubordinate.

Trustee Ellington pointed out a typographical error on page 45 in the second to last paragraph. Attorney Graville stated he would review the paragraph and make a change if necessary.

Trustee Ellington asked about the chain of command and drug testing following an accident. Attorney Graville stated that the portion of the policy dealing with the chain of command is in place so that the drug tests are initiated by the department heads in conjunction with the Board instead of by co-workers.

With no further business to discuss, a motion was made by Trustee Phyllis Paro and seconded by Trustee Michael Ellington to adjourn the meeting. All Trustees voted in the affirmative, the motion carried. The meeting was adjourned at 7:02 p.m.

Respectfully Submitted,

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Steve Paro, Chairman

ATTEST:

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Megan Asikainen, Village Clerk