

**Village of Germantown Hills
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**Personnel Committee Meeting Minutes
February 24, 2014 - 5:00 p.m.**

1. Call to Order/Roll Call/Minutes Approval

Chairman Jim O’Laughlin called the meeting to order at 5:00 p.m. and roll call was taken.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7
Jim O’Laughlin – Chair	Present	Y	Y	Y	Y	Y	Y	Y
Jeff DeGroot – Village President	Present	Y	Y	Y	Y	Y	Y	Y
John Ford	Present	Y	Y	Y	Y	Y	Y	Y
Brian Wysocki	Absent	-	-	-	-	-	-	-
Todd Rice	Present	Y	Y	Y	Y	Y	Y	Y

Also Present:

Rich Brecklin, Superintendent of Public Works

Julia Miller, Village Trustee

a. January 9, 2014 Minutes Approval

A motion was made by Jeff DeGroot to approve the January 9, 2013 meeting minutes.

The motion was seconded by Jim O’Laughlin. **Motion passed #1.**

2. Discussion and Clarification on Sewer Pager Phone Call Policy (Section 13.4)

Jim O’Laughlin reported there needed to be a clarification on the sewer phone call policy because some employees are doing it differently than others. The policy reads that there shall be a 15-minute minimum pay allowance for a sewer alarm that can be handled over the telephone. Chuck Urban read the law that states their compensation should start when they begin work. The phone call policy is for sewer emergencies only. The committee discussed whether or not it should be included for snow plowing or general phone calls. John Ford noted this policy was put together years ago so there would be some compensation for carrying the pager. The employees also get \$100 a week when they are on call and carry the pager. Jeff DeGroot stated this should be only for sewer emergencies and there shouldn’t be any compensation for snow plowing related phones calls or travel time. The committee agreed they are happy with section 13.4 in the personnel policy and agreed to reinforce what the pager policy says to the employees.

3. Discussion and Clarification on General Call In Policy and Response to Calls for Assistance

Jim O’Laughlin stated there was a case in December where Rich Brecklin had an emergency call and no one answered their work cell phones or their personal cell phones. Jim indicated that Ann Sasso and her boyfriend responded to the call for assistance. Rich had called 6 different phones and no one answered. In addition the next morning only one employee asked if he needed something the night before. Jim O’Laughlin noted this issue would be discussed during the employee’s reviews this year. John Ford noted he feels something should be put in

the policy so it can be enforced if this happens. The committee agreed to see if this happens again and if it does they will take measures to address it.

4. Discussion and Recommendation to the Village Board on Employee Benefits

Jim O’Laughlin noted we currently have a part time employee that is receiving health insurance benefits but the village board has never formally voted on the approval of such benefits for part time personnel. Jim read the section in the personnel policy relating to part time benefits. Section 3.2.2.2 states the Village Board shall indicate for part-time personnel hired which Village benefits shall be granted those personnel, and shall do so by resolution or agreement. Since the village board has not made a formal determination on part time benefits this needs to be done.

A motion was made by Todd Rice to recommend to the Village Board to establish a resolution on benefits for part time employees. The motion was seconded by John Ford. **Motion passed #2.**

Chuck Urban will have the resolution prepared for the village board meeting.

5. Discussion and Recommendation to the Village Board on the Public Works Employee Pay Schedule

This agenda item was deferred for now.

6. Discussion and Recommendation to the Village Board to Amend Section 5.4.1.9 of the Personnel Policy to allow vacation time to be taken in two hour increments

Jim O’Laughlin noted there have been some cases where it was needed to take some vacation time in a lesser time frame than the required four hour increments. The clerk explained that it would help to be able to use vacation time in two hour increments when needed. Most of the time employee’s will use full or half days but occasionally there have been times when a two hour time increment is all that is needed. The Clerk noted personal time can be used in two hour increments and it wouldn’t be difficult to keep track of doing the same for vacation time. The committee discussed.

A motion was made by Jeff DeGroot to recommend to the Village Board to amend Section 5.4.1.9 of the Personnel Policy to allow vacation time to be taken in two hour increments. The motion was seconded by Todd Rice. **Motion passed #3.**

7. Discussion and Recommendation to the Village Board on the Approval of the Application for Membership into the Illinois Development Council

The Clerk noted several communities are a part of the Illinois Development Council and there is an educational seminar in the fall that will be a very good resource. A local EDC representative wants to submit a scholarship for Ann Sasso to attend but we need to be a member of the organization. The annual cost is \$250. They also provide many other resources and tools for the village to take advantage of.

A motion was made by John Ford to recommend to the village board to approve the application for membership into the Illinois Development Council. The motion was seconded by Todd Rice. **Motion passed #4.**

8. **Approval of closed session pursuant to Section 2(c) (1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village or legal counsel for the Village.**
9. **Approval of closed session pursuant to Section 2(c)(2) of the Open Meetings Act, to discuss collective negotiating matters between the Village and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.**
10. **A motion** was made by Jim O'Laughlin to go into executive session pursuant to Section 2(c) (1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village or legal counsel for the Village and pursuant to Section 2(c)(2) of the Open Meetings Act, to discuss collective negotiating matters between the Village and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. The motion was seconded by Todd Rice. **Motion passed #5.**

A motion was made by Jeff DeGroot to adjourn the executive session at 6:36 p.m. The motion was seconded by John Ford. **Motion passed #6.**

11. Adjournment

A motion was made by Jeff DeGroot to adjourn the meeting at 6:36 p.m. The motion was seconded by John Ford. **Motion passed #7.**

Ann Sasso
Village Clerk