

**Village of Germantown Hills
216 Holland Road, Village Hall
Germantown Hills, IL 61548 309-383-2209
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Personnel Committee Meeting Minutes

April 14, 2014 - 6:00 p.m.

1. Call to Order/Roll Call/Minutes Approval

Chairman Jim O'Laughlin called the meeting to order at 6:20 p.m. and roll call was taken.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7	8
Jim O'Laughlin – Chair	Present	Y	Y	Y	Y	Y	Y	Y	Y
Jeff DeGroot – Village President	Present	Y	Y	Y	Y	Y	Y	Y	Y
John Ford	Present	Y	Y	Y	Y	Y	Y	Y	Y
Brian Wysocki	Absent	-	-	-	-	-	-	-	-
Todd Rice	Present	Y	Y	Y	Y	Y	Y	Y	Y

Also Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

Chuck Urban, Village Attorney

a. February 24, 2014 Minutes Approval

A motion was made by John Ford to approve the February 24, 2014 meeting minutes. The motion was seconded by Todd Rice. **Motion passed #1.**

2. Discussion and Recommendation to the Village Board on Amendments to the Personal Policy Concerning Employee Benefits

Jim O'Laughlin explained when the vacation time was changed in 2013 a part of the policy was not intended to be changed. The 2012 policy, 2013 policy amendment, and a revised vacation policy were presented for consideration. Jim noted the revised vacation policy is similar to what the village had previously but will not take anything away from the existing employees and what they have accrued.

A motion was made by John Ford to recommend to the Village Board the amendment to the personnel policy concerning employee benefits. The motion was seconded by Jeff DeGroot. **Motion passed #2**

3. Discussion and Recommendation to the Village Board to hire a Part Time Employee if needed.

The committee discussed the workloads and man power needs for the summer duties. Jim O'Laughlin stated there is also a possibility we will be short later this summer. Chuck Urban noted the village could hire a seasonal employee that could work up to 4 months. Jim recommended the committee make a recommendation to the village board so that a seasonal employee can be hired based on Rich Brecklin's discretion and needs. It was discussed the status of the employee could be changed if needed.

A motion was made by John Ford to recommend to the village board that a seasonal employee be hired not to exceed four months based on Rich Brecklin's discretion. The motion was seconded by Jeff DeGroot. **Motion passed #3.**

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

Defer

5. Recommendation to the Village Board on all Village Employee's Annual Pay Adjustments

Jim O'Laughlin noted May 1st is when the normal pay increases take effect.

6. 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.

7. 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.

8. A motion was made by Jim O'Laughlin to go into executive session at 6:35 p.m. 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 John Ford. **Motion passed #4.**

A motion was made by John Ford to adjourn the executive session at 7:20 p.m. The motion was seconded by Jim O'Laughlin. **Motion passed #5.**

A motion was made by Jeff DeGroot to recommend to the Village Board the proposed public works employee pay schedule. The motion was seconded by John Ford. **Motion passed #6.**

A motion was made by Jim O'Laughlin to recommend to the Village Board a 3% pay adjustment effective May1st for the public works employees and the Assistant Bookkeeper/Treasurer. The motion was seconded by John Ford. **Motion passed #7.**

Jim O'Laughlin noted they still need to meet with Rich Brecklin and Ann Sasso on their pay adjustments.

9. Adjournment

A motion was made by Jeff DeGroot to adjourn the meeting at 7:26 p.m. The motion was seconded by John Ford. **Motion passed #8.**

Ann Sasso
Village Clerk