

**Village of Germantown Hills
216 Holland Road, Village Hall
Germantown Hills, IL 61548 309-383-2209
www.germantownhillsillinois.org**

Personnel Committee Meeting Minutes

May 22, 2014 -5:15 p.m.

1. Call to Order/Roll Call/Minutes Approval

Chairman Jim O’Laughlin called the meeting to order at 5:15 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		
Jeff DeGroot – Village President	Present	Y	Y	Y	Y	Y	Y		
John Ford	Present	Y	Y	Y	Y	Y	Y		
Brian Wysocki	Present	Y	P	P	Y	Y	Y		
Todd Rice	Present	Y	Y	N	Y	Y	Y		

Also Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

Chuck Urban, Village Attorney

a. May 8, 2014 Minutes Approval

A motion was made by John Ford to approve the May 8, 2014 meeting minutes. The motion was seconded by Jeff DeGroot. **Motion passed #1.**

2. Recommendation to the Village Board on Rich Brecklin's and Ann Sasso's Annual Pay Adjustments

Jim O’Laughlin explained with Ann Sasso missing out on previous wage adjustments and taking on additional responsibilities the personnel committee is recommending a 10% pay increase on her overall hourly wage.

A motion was made by John Ford to recommend to the village board approving the annual pay adjustment for Ann Sasso in the amount of a 10% increase on her overall hourly wage. The motion was seconded by Jeff DeGroot. **Motion passed #2.**

Ann Sasso thanked the committee.

Jeff DeGroot stated he feels the previous board didn't keep up with Ann's value, commitment and employment with the village. Todd Rice noted he was in the Village hall earlier and asked the auditors if things were going better this year with the audit and it was a resounding yes that it was.

Jim O’Laughlin indicated the committee is recommending an annual increase of 4% for Rich Brecklin. Rich thanked the committee. He noted he never has received any increase for the Superintendent responsibilities.

A motion was made by Jim O'Laughlin to recommend to the Village board approving the annual pay adjustment for Rich Brecklin in the amount of 4% on his overall hourly wage. The motion was seconded by Jeff DeGroot. **Motion passed #3.**

Todd Rice stated he voted no because he thinks Rich is worth more than 4% with all of the extra burden on him and feels he is undervalued. Jim O'Laughlin noted both Ann Sasso and Rich Brecklin have the ability to negotiate their wages.

3. Discussion and recommendation to the Village Board on job description/title changes for Village Employees

Chuck Urban explained he had revised the job descriptions to accommodate what was discussed at the last meeting. One of the items was to create a Public Works Lead Maintenance position. The position will perform all of the same duties as the public works maintenance personnel but will also monitor the activities in the field and report to the Superintendent of Public Works. The committee understands that Rich can't be in the field all the time and creating this position will help to be more efficient with direct oversight of the employees. Chuck Urban explained creating the position will help to facilitate the new disciplinary policy and report performance issues in the field.

Jim O'Laughlin noted during the employee reviews an employee showed interest. Jim stated the village needs to create the position so that it is available and then the committee and village board can decide whether to fill it or not. Chuck Urban stated a job description has been created for the lead position in order to give Rich better direction and the other job descriptions have been revised to accommodate the new position.

A motion was made by Jim O'Laughlin to recommend to the village board to approve the new job description for the Public Works Maintenance Team Lead position. The motion was seconded by Todd Rice. **Motion passed #4.**

A motion was made by Jim O'Laughlin to recommend to the village board the modification to the village code of the Administrative Assistant title to Village Administrator. The motion was seconded by Jeff DeGroot. **Motion passed #5.**

The village code will need to be updated to include the title change and the addition of the new position.

4. Adjournment

A motion was made by Jeff DeGroot to adjourn the meeting at 5:45 p.m. The motion was seconded by Jim O'Laughlin. **Motion passed #6.**

Ann Sasso
Village Clerk