

**Village of Germantown Hills  
216 Holland Road, Village Hall  
Germantown Hills, IL 61548 309-383-2209  
[www.germantownhillsillinois.org](http://www.germantownhillsillinois.org)**

**Personnel Committee Meeting Minutes**

**June 2, 2014 -6:00 p.m.**

**1. Call to Order/Roll Call/Minutes Approval**

Chairman Jim O’Laughlin called the meeting to order at 6:25 p.m. and roll call was taken.

<b>Village President/Trustees</b>	<b>Roll Call</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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	Absent	-	-	-	-	-	-	-	
Brian Wysocki	Present	Y	Y	Y	Y	Y	Y	Y	
Todd Rice	Absent	-	Y	Y	Y	Y	Y	Y	

Also Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

Julia Miller, Village Trustee

Chuck Urban, Village Attorney

**A motion** was made by Brian Wysocki to allow Todd Rice to attend the committee meeting by electronic means due to being away for work purposes. The motion was seconded by Jeff DeGroot. **Motion passed #1.**

**a. May 22, 2014 Minutes Approval**

**A motion** was made by Jeff DeGroot to approve the May 22, 2014 meeting minutes. The motion was seconded by Jim O’Laughlin. **Motion passed #2.**

**2. Discussion and Recommendation to the Village Board on Rich Brecklin's Annual Pay Adjustment**

Jim O’Laughlin explained that the committee had agreed to exclude Rich Brecklin from the public works employees pay schedule and agreed to negotiate with Rich his annual pay adjustment. The previous personnel committee recommendation of 4% failed at the last meeting. Marty Clinch felt it was the committee’s responsibility to make a reasonable recommendation to the village board. Each committee member explained their recommendation.

Julia Miller felt that giving just 1% more over the other employees doesn't reflect what Rich does and the additional authority that has been given to him. She feels he is here for the community, enjoys his job and is not here just for the paycheck. Her recommendation would be 6%.

Jim O'Laughlin reminded the committee the public works increase is only on their base pay and Rich's increase would be on his total wage.

Marty Clinch agrees with Julia. The board has thrown a lot more at Rich over and beyond his responsibilities and he continually tries to cut costs for the village with taking care of items in order to save. Marty Clinch recommends 6%. The board is relying on Rich and Ann for the grants we are looking to pursue and Rich will need to assist Ann with the additional field work that will be necessary.

Jeff DeGroot agreed with Marty and Julia and noted Rich is doing a great job for the village.

Todd Rice agrees with the recommendation of 6%. Todd noted last time we discussed this the budget was brought up and Todd just wants everyone to understand that all of Rich's pay comes out of the sewer fund and budget. Todd stated with the added responsibilities and not receiving anything in the past he feels the increase is warranted.

Jim O'Laughlin stated he can't disagree with anything that has been said and would be ok with the 6% increase.

Brian Wysocki noted he feels the 6% is reasonable with Rich not getting anything in the past. Brian stated with all of the sewer projects he has been involved with he has good interaction with Rich and his willingness to take work away from other sources to save on the costs to the village. Brian indicated he does want to see some action and problems dealt with.

**A motion** was made by Jim O'Laughlin to recommend to the village board Rich Brecklin's annual pay adjustment of 6% on his total hourly wage effective May 1st. The motion was seconded by Jeff DeGroot. **Motion passed #3.**

Jim O'Laughlin stated moving forward Rich is being paid for his responsibilities.

- 3. Discussion and Recommendation to the Village Board on the Public Works Team Lead Job Description, its implementation, and related revisions to other job descriptions.**
- 4. Discussion and Recommendation to the Village Board approving all revisions to the job descriptions which reference the prior Administrative Assistant position.**

Chuck Urban had made title changes to the job descriptions impacted by the Administrative Assistant title change to Village Administrator. Chuck also made changes to the job descriptions that would need to be modified with the creation of a job description for a Public Works Team Lead Maintenance Worker position. Chuck noted the village is not creating the Team Lead position at this time but the committee would be recommending approval of the job description only.

Marty Clinch stated during the employee reviews the same questions were asked of all employees. Jim O'Laughlin stated only one employee showed interest in a lead position. Todd Rice asked who is going to make the decision on putting someone in this position. Jim O'Laughlin explained if the board agreed to do this it could be with an existing employee or we could talk about hiring someone to fill the position.

Marty Clinch stated they would have the employee interview with the trustees, Ann and Rich to see if he is capable of what the position entails. Chuck suggested you could have the person try the position for a period of time but not create the position initially. Jim O'Laughlin stated he

has talked with Rich about the possibility. Rich explained he wishes someone would step up and show some initiative and good work ethic because he does need help.

Julia Miller recommended first letting the authority of the disciplinary procedure play out to see if this helps with any problems that might exist. She felt you wouldn't want to put someone in a position if there are discipline concerns.

**A motion** was made by Jeff DeGroot to recommend to the village board to accept the job description of a Public Works Team Lead Maintenance worker with no intent to create the position at this time. 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 revision of the other job descriptions as proposed by Chuck Urban in conjunction with the new language for the Public Works Team Lead Maintenance worker a position that is not being created at this time. The motion was seconded by Jeff DeGroot. **Motion passed #5.**

Rich Brecklin recommended letting the employees know that this position may be available in the future.

**A motion** was made by Jim O'Laughlin to recommend to the village board approving all revisions to the job descriptions which reference the prior Administrative Assistant position to Village Administrator. The motion was seconded by Jeff DeGroot. **Motion passed #6.**

## **5. Adjournment**

**A motion** was made by Jeff DeGroot to adjourn the meeting at 7:07 p.m. The motion was seconded by Jim O'Laughlin. **Motion passed #7.**

Ann Sasso  
Village Clerk