

Village of Germantown Hills
Personnel Committee Meeting Minutes

January 9, 2020 6:00 p.m.

- 1. Call to Order/Roll Call/Minutes Approval-**Julia Miller called the meeting to order at 6:00 p.m. and roll call was taken.

| Village President/Trustees | Roll Call | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------------------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Julia Miller-Chair | Present | Y | Y | Y | Y | Y | Y | Y | |
| Mike Hinrichsen – Village President | Present | Y | Y | Y | Y | Y | Y | Y | |
| Todd Rice | Present | Y | Y | Y | Y | Y | Y | Y | |
| Stephanie Chaon | Present | Y | Y | Y | Y | Y | Y | Y | |
| Dick Hartman | Present | Y | Y | Y | Y | Y | Y | Y | |
| | | | | | | | | | |

Also, Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

Bill Streeter, Village Attorney

a. November 21, 2019 Minutes Approval

A motion was made by Stephanie Chaon to approve the November 21, 2019 personnel committee meeting minutes. The motion was seconded by Dick Hartman. **Motion passed #1.**

2. Discussion and recommendation to the Village Board on employee training

Ann Sasso stated there's some rural economic development training the end of February she would like to attend. Ann explained the conference would involve being away a day and a half. Normally it wouldn't be an issue, but Cassandra Schlatter will be out of the office for a medical reason. Ann noted the topics look very informative and she can check messages while out of the office. Ann stated all emergency calls would still go through the alarm phone emergency system. The committee agreed Ann could attend and post notices of the village hall being closed. In addition, Rich Brecklin would be around if anyone needed anything.

Rich Brecklin stated he has been looking at any classes that might be available to help the new employees that are trying to take and pass the wastewater exam. Rich located one in Moline and would like to send the three new employees. The class is from February 20-April 30 on Thursday nights for 3 hours. Rich asked the committee if they would be willing to pay for the class up front and if the employees didn't pass the class, they would have to reimburse the village. The class is \$425 a person. The committee agreed.

Todd Rice asked about paying the employees to take the class. The committee discussed that in the past the employees didn't get paid to take the class but did receive reimbursement for the class once they confirmed passing the class. The committee discussed whether this would be straight time or overtime compensation. Todd Rice recommended 4 hours of compensation.

Bill Streeter will check on the legality of the compensation.

Rich Brecklin stated he would also like to attend a training in Effingham in February. This would be wastewater training that would go towards his continuing education credits he needs.

A motion was made by Todd Rice to recommend the approval to the Village Board the rural economic development training for Ann Sasso, the Wastewater training for Rich Brecklin and the wastewater training for all of the new employees with the possibility of up to 4 hours of compensation based on the recommendation from the attorney. The motion was seconded by Julia Miller. **Motion passed #2.**

3. Discussion and recommendation to the Village Board on amending the personnel policy in regards to the drug policy and cannabis

Bill Streeter explained the proposed cannabis ordinance is from Illinois Municipal League as a model ordinance. The committee discussed the ordinance.

A motion was made by Todd Rice to recommend to the Village Board on amending the personnel policy in regards to the drug policy and cannabis. The motion was seconded by Stephanie Chaon. **Motion passed #3.**

4. Discussion and recommendation to the Village Board on having the employee job descriptions updated

Julia Miller explained as we were looking into doing a compensation study it was clear that we need to have the job descriptions in order before doing a study. Julia talked to a consultant, HR Fit about their fees to provide this service.

A motion was made by Todd Rice to recommend to the Village Board on having the employee job descriptions updated. The motion was seconded by Dick Hartman. **Motion passed #4.**

The committee agreed to allow HR Fit to look at what the village has and what is needed in getting the employee job descriptions updated and provide a cost estimate before the board meeting.

5. Executive Session: Open Meetings Act 2(c) 1 to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.

A motion was made by Todd Rice to go into executive session at 6:56 p.m.: Open Meetings Act 2(c) 1 to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. The motion was seconded by Julia Miller. **Motion passed #5.**

A motion was made by Todd Rice to adjourn the executive session at 7:12 p.m. The motion was seconded by Dick Hartman. **Motion passed #6**

Todd Rice asked about the grinder pump alarm calls from December and if this was a common issue for this resident.

Rich Brecklin stated the alarm calls were both the village resident's fault and a fee was sent to the homeowner.

6. Adjournment-A motion was made by Stephanie Chaon to adjourn the meeting at 7:16 p.m. The motion was seconded by Todd Rice. Motion passed #7.
Ann Sasso, Village Clerk