

Village of Germantown Hills
Personnel Committee Meeting Minutes

February 23, 2017 5:30 p.m.

1. **Call to Order/Roll Call/Minutes Approval**-Chairperson Julia Miller called the meeting to order at 5:30 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					
Jeff DeGroot – Village President	Present	P	Y	Y					
Brian Wysocki	Present	Y	Y	Y					
Todd Rice	Present	Y	Y	Y					
Amy Pace	Present	Y	Y	Y					

Also Present:

Rich Brecklin, Superintendent of Public Works

Jim O'Laughlin, Village Trustee

Marty Clinch, Village Trustee

Bill Streeter & Chuck Urban, Village Attorney's

- a. **September 13, 2016 Minutes Approval**-A motion was made by Amy Pace to approve the September 13, 2016 personnel committee meeting minutes. The motion was seconded by Todd Rice. **Motion passed #1.**

2. **Discussion and recommendation to the Village Board the approval of an Ordinance for travel, meal and lodging expenses for the Village of Germantown Hills, Illinois**

Chuck Urban explained the Illinois legislature enacted a law requiring municipalities to comply with requirements for travel expense reimbursements. Bill Streeter had drafted a proposed ordinance which complies with the requirements of the law. Section 3 noted the types of reimbursements which mostly follow government standards. Bill explained the new statute requires a travel reimbursement form to be completed which is subject to FOIA. The Illinois Municipal League had put out a model ordinance for municipalities. Bill explained the reimbursement requirements for employees and elected officials. Bill noted as long as the employees stay below the maximum allowable rates then the Village President or Personnel Chairperson can approve the reimbursements. If the reimbursements are over the allowable amounts then the Village Board has to approve them by roll call at a board meeting. This is also required if an elected official is requesting reimbursement.

Julia Miller explained that the employees currently use a mileage reimbursement form for mileage reimbursements only and this will continue to be acceptable.

Brian Wysocki asked about using personal vehicles and who's liable for damage if the employee is on Village time. Bill Streeter noted this issue is not addressed in this ordinance as it is for travel reimbursements only. Jeff DeGroot indicated the need to address the issue of liability and asked for it to be discussed at a future date.

Julia Miller discussed the maximum allowable reimbursements for mileage, lodging and food.

A motion was made by Todd Rice to recommend to the Village Board the approval of the ordinance for travel, meal and lodging expenses for the Village of Germantown Hills, Illinois and recommended the insurance and liability issues for an employee using their personal vehicle be discussed. The motion was seconded by Amy Pace. **Motion passed #2.**

3. **Adjournment**-A motion was made by Jeff DeGroot to adjourn the meeting at 5:47 p.m. The motion was seconded by Todd Rice. **Motion passed #3.**

Ann Sasso, Village Clerk