

**Village of Germantown Hills**  
**Personnel Committee Meeting Minutes**

**May 23, 2019 5:00 p.m.**

- 1. Call to Order/Roll Call/Minutes Approval-**Chairperson Julia Miller called the meeting to order at 5:00 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>
Julia Miller-Chair	Present	Y	Y	Y	Y				
Mike Hinrichsen – Village President	Present	Y	Y	Y	Y				
Dick Hartman	Present	Y	Y	Y	Y				
Todd Rice	Absent	Y	Y	Y	Y				
Stephanie Chaon	Present	Y	Y	Y	Y				

Also, Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

The committee agreed to allow Todd Rice to attend the meeting by electronic means due to him being away for work purposes.

- a. February 21, 2019 Minutes Approval-**A motion was made by Todd Rice to approve the February 21, 2019 personnel committee meeting minutes. The motion was seconded by Julia Miller. **Motion passed #1.**

**2. Discussion and recommendation to the Village Board to hire a summer employee**

Julia Miller explained Rich Brecklin and Ann Sasso had interviewed an individual for the summer position and are recommending hiring him. Rich is needing help soon and would like to have him start next week so there would either need to be a special meeting or an agreement to ratify the approval at the next meeting.

A motion was made by Mike Hinrichsen to recommend to the Village Board to hire a summer employee, Crew Mathews, and ratify the approval at the June Village Board meeting. The motion was seconded by Dick Hartman. **Motion passed #2.**

The starting pay for the summer position will be \$12.00 an hour.

**3. Discussion and recommendation to the Finance Committee on the employee compensation for FY 19-20**

Todd Rice noted the personal reviews went well. The employees seemed to be comfortable and felt it was a positive experience for all.

Julia Miller stated she and Todd Rice were a part of the review process and although it was a little different than in the past it went very well. The group came up with a recommendation for the hourly increases as follows: Rich Brecklin \$1.00, Eddie Flatt Jr. \$1.00, Zack Hecht \$1.15,

TJ Ohi, \$.25, Ann Sasso \$1.00, Ray Satchfield \$.50, and Cassandra Schlatter \$.50 with prorated personal and sick days.

Julia Miller stated Rich Brecklin has noted he has the best team he has ever had, which is a great asset for the Village. We know there are other competitive wages out there and we've seen an example of that this year when we lost an employee to another community.

Marty Clinch asked about all of the employee costs. Mike Hinrichsen stated he has a spreadsheet that can be updated.

Dick Hartman noted he felt we should pay what we can because of the competitiveness as we want to keep our employees.

A motion was made by Dick Hartman to recommend to the finance committee on the employee compensation for FY 19-20 the increases as proposed. The motion was seconded by Julia Miller. **Motion passed #3.**

Todd Rice wanted to make it clear that some of the employees are paid out of the sewer fund and some are out of the general fund so the overall change would be different in each fund.

#### **4. Old Business/New Business**

Julia Miller stated in regards to the agenda that if something needs to be discussed at the meeting it needs to go through the Chairperson and prefers Old/New Business not be on the agenda. Having a known issue on the agenda allows for everyone to be prepared for a conversation and a courtesy to the chairperson of the committee.

Mike Hinrichsen stated as a part of Robert Rules of Order this can be on the agenda and that is why it was added. Mike passed out some information from a section of the personnel policy that needs to be discussed and stated this could be added to the June board meeting for discussion.

Todd Rice stated because he is on the phone it is difficult to be able to be a part of a conversation if he's not provided with all of the information for a subject matter ahead of time. Todd also noted the need to stick to the committee structure so that any personnel policy changes should go to the personnel committee with a recommendation to the Village Board.

The Committee discussed scheduling a personnel committee meeting on July 11<sup>th</sup>.

#### **5. Adjournment-**A motion was made by Mike Hinrichsen to adjourn the meeting at 5:30 p.m. The motion was seconded by Dick Hartman. **Motion passed #4.**

Ann Sasso, Village Clerk