

Village of Germantown Hills
Personnel Committee Meeting Minutes

June 20, 2017 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.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7	8
Julia Miller-Chair	Present	Y	Y	Y	Y				
Mike Hinrichsen – Village President	Present	Y	Y	Y	Y				
Brian Wysocki	Present	Y	Y	Y	Y				
Todd Rice	Present	Y	Y	Y	Y				
Amy Pace	Present	Y	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. April 20, 2017 Minutes Approval-**A motion was made by Todd Rice to approve the April 20, 2017 personnel committee meeting minutes. The motion was seconded by Amy Pace. **Motion passed #1.**

- 2. Approval of closed session pursuant to Section 2(c) (1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village or legal counsel for the Village**

The committee did not go into executive session.

- 3. Discussion and recommendation to the Village Board on approval of a Resolution setting forth benefits to be provided to Village Part-Time Employees**

Julia Miller gave some background on the hourly requirements for a full time employee that had been changed years ago to 37.5. She noted the committee may discuss this further at a later date. Since it was initially looked at, the part time position has increased in hours and responsibilities. In talking with the insurance representative it was noted that most major health insurance companies have a 30 hour a week requirement in their agreements similar to the IRS standard that if any employee regularly works 30 hours a week the Village would need to offer coverage in order to be compliant. Since it appears the part time position has been meeting the 30 hour requirement and it is in our insurance agreement the committee needs to discuss possible coverage for the employee. Jim O'Laughlin asked about the summer employee and whether or not this would also apply to this position. Chuck Urban confirmed a seasonal employee is not entitled to benefits. Chuck Urban noted the Village policy allows for a resolution to be adopted in order to allow benefits for part time employees.

The committee discussed the job duties, responsibilities, hours and benefits for the part time position. The open enrollment starts July 1st if the employee needs to sign up. Todd Rice

noted the position has changed over the years with more hours and responsibilities. Julia noted as an added step she will be reviewing the job descriptions since some things have changed in the last few years.

A motion was made by Todd Rice to recommend to the Village Board the approval of a Resolution setting forth benefits to be provided to Village Part-Time Employees. The motion was seconded by Julia Miller. **Motion passed #2.**

4. Discussion and recommendation to the Village Board on approval of an amendment to the personnel policy regarding Village Part-Time Employee benefits

This was deferred.

5. Adjournment-A motion was made by Todd Rice to adjourn the meeting at 5:36 p.m. The motion was seconded by Brian Wysocki. **Motion passed #4.**

Ann Sasso, Village Clerk