

Village of Germantown Hills
Personnel Committee Meeting Minutes

August 22, 2018 6:00 p.m.

- 1. Call to Order/Roll Call/Minutes Approval-**Chairperson 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						
Mike Hinrichsen – Village President	Absent	-	-						
Dick Hartman	Present	Y	Y						
Todd Rice	Present	Y	Y						
Amy Pace	Present	Y	Y						

Also, Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

- a. April 12, 2018 Minutes Approval-**A motion was made by Todd Rice to approve the April 12, 2018 personnel committee meeting minutes. The motion was seconded by Amy Pace. **Motion passed #1.**

2. Discussion and Recommendation to the Village Board on the hiring of Public Works Maintenance Workers for the Village of Germantown Hills

Julia Miller stated there have been discussions on how to move forward on hiring a new employee with Rich Brecklin, Mike Hinrichsen and Ann Sasso.

Rich Brecklin stated an ad was placed in the paper to run on Sunday and Wednesday and we have already received several applications. Currently it looks like we may have 6 or 7 potential candidates to interview. Rich noted over the years we have hired a lot of people and the biggest thing he feels that is needed is a positive attitude, someone that wants to work and take ownership. Rich feels he can teach them most anything if they want to learn and have a positive attitude. Right now, we have two employees that have a great attitude and are really contributing to getting the work done.

Rich Brecklin and Ann Sasso met with Mike Hinrichsen to discuss the process and would like to start the interviews right away. Rich explained many years ago he went through an interview process that included other employees as a part of the review process and although it seemed strange it was a good idea and worked well. Mike thought it sounded like a good idea. This way the employees know they are a part of the team and we can see how they relate to each other.

Rich Brecklin noted in terms of the wages they are better than they used to be in addition we have some benefits like insurance that keep us competitive with others. The employees have a lot of responsibility with the public, equipment, sewer, streets and a wide range of duties across the board.

Julia Miller explained the interview steps that are being proposed. Rich Brecklin and Ann Sasso would meet with the first group of applicants that are selected. Then they would get narrowed down to a smaller number where Julia Miller and Mike Hinrichsen along with Rich and Ann would do a second interview. Between the four of them an applicant would be hired. Rich would like to include the employees in a part of that interview process to see how everyone relates to each other.

Rich Brecklin explained that 4 years ago the employees were brought in at \$15.00 an hour with a \$2.00 increase after 6 months. Rich explained the increases since then. Rich is proposing a starting wage of \$17.00 but depending on qualifications we could consider something different. Rich talked to the EPA yesterday and there's a huge shortage of operators with many communities needing one.

Marty Clinch stated to make sure and ask the same questions of each employee as a part of the interview process.

Julia Miller indicated that we need someone soon so we need to reasonably expedite the process and we are in a position that we have faith and trust in our employees and need to allow them to do their jobs.

Amy Pace asked who will be checking references. Ann Sasso noted we do background checks and check references once we narrow the choices. The committee discussed what questions you are allowed to ask in the interview process.

Julia Miller asked for consensus from the personnel committee to move forward with the identified process. Julia explained we need to hire one employee but if there are two individuals we feel strongly about we would go ahead and hire two at the same time.

Amy Pace noted she is good with the proposal and supports the process as she does it similarly with her team. Todd Rice and Dick Hartman were both in consensus with the proposed interview and hiring process discussed.

3. **Adjournment**-A motion was made by Todd Rice to adjourn the meeting at 6:37 p.m. The motion was seconded by Amy Pace. **Motion passed #2.**

Ann Sasso, Village Clerk