

Village of Germantown Hills
Personnel Committee Meeting Minutes

August 26, 2019 5:30 p.m.

1. **Call to Order/Roll Call/Minutes Approval**-Todd Rice called the meeting to order at 5:33 p.m. and roll call was taken. Julia Miller was absent due to an emergency.

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

Also, Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

- a. **May 23, 2019 Minutes Approval**-A motion was made by Mike Hinrichsen to approve the May 23, 2019 personnel committee meeting minutes. The motion was seconded by Dick Hartman. **Motion passed #1.**

2. **Discussion and recommendation to the Village Board on the personnel policy changes in regards to the Job Classification, Section 3.4.1 and Pay Plan and benefits, Sections 4.5.1 & 4.5.2.** Mike Hinrichsen explained the personnel policy was adopted in 2012 with some amendments since then. Mike noted some areas that need to be reviewed so that if we aren't going to follow what is written then we need to make changes. One area is the need to do job classifications and compensations paid to village jobs in comparison to other personnel in the immediate area. Ann Sasso noted this has been done in the past five years. Mike stated he knows someone that could do a comparison study and will develop a scope of services.

Mike Hinrichsen thinks it's important for all personnel to be evaluated to protect the employees and the village. There was consensus to do this moving forward.

The employee review process was discussed. Todd Rice felt it was important to defer this until the personnel chairperson was in attendance to provide input.

Mike raised Village Personnel Policy 4.5.2 which requires establishment of department goals and objectives and the development of objectives for each personnel. The personnel committee is required to provide a plan to the Village Board for its approval and implementation. Mike stated that with the number of new employees it's important to establish these objectives and growth plans for each employee.

Discussion followed that goals can change in the year based on unexpected things that arise throughout the year. Todd Rice made the point that we are not following the personnel policy and suggested that we give this further thought and the Personnel Committee Chair can report this at the next Village Board meeting and the entire board can discuss this.

3. Discussion and review of the employee compensation worksheet

Mike Hinrichsen noted the compensation worksheet was done in 2017 and has been updated to show direct and indirect costs.

Todd Rice recommended that all employees should not be included on one worksheet but to show those employees paid out of sewer separately since there are two funds. Otherwise, people might automatically assume all employees are paid out of one fund, which would give a false perception.

4. Adjournment-A motion was made by Dick Hartman to adjourn the meeting at 6:10 p.m. The motion was seconded by Stephanie Chaon. **Motion passed #2.**

Ann Sasso, Village Clerk