

Village of Germantown Hills
Personnel Committee Meeting Minutes

November 15, 2018 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	Y	Y		
Mike Hinrichsen – Village President	Present	Y	Y	Y	Y	Y	Y		
Dick Hartman	Present	Y	Y	Y	Y	Y	Y		
Todd Rice	Absent	-	-	-	-	-	-		
Amy Pace	Present	Y	Y	Y	Y	Y	Y		

Also, Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

Jim O’Laughlin, Village Trustee

- a. **August 22, 2018 Minutes Approval**-A motion was made by Mike Hinrichsen to approve the August 22, 2018 personnel committee meeting minutes. The motion was seconded by Julia Miller. **Motion passed #1.**

2. **Approval of closed sessions 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.**

A motion was made by Mike Hinrichsen to go into executive session at 5:07 p.m. under 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 motion was seconded by Julia Miller. **Motion passed #2.**

A motion was made by Mike Hinrichsen to come out of executive session at 5:21 p.m. The motion was seconded by Dick Hartman. **Motion passed #3.**

3. **Discussion and recommendation to the Village Board on the hiring of Public Works Maintenance Worker for the Village of Germantown Hills**

A motion was made by Julia Miller to recommend to the Village Board on the hiring of Ray Satchfield for the Public Works Maintenance Worker for the Village of Germantown Hills for a full-time position at \$17.00/hour. The motion was seconded by Mike Hinrichsen. **Motion passed #4.**

4. **Discussion and recommendation to the Village Board on an employee Christmas Bonus**

A motion was made by Julia Miller to recommend to the Village Board an employee Christmas Bonus the same as last year at \$250.00 per employee. The motion was seconded by Mike Hinrichsen. **Motion passed #5.**

5. Discussion on the formal review process of overtime

Julia Miller explained at the year-end audit report it was recommended that the over-time approval process be documented. Julia Miller noted two employees are signing off on each time sheet and Julia Miller as Personnel Chairperson is signing the hourly report each month.

- 6. Adjournment-**A motion was made by Mike Hinrichsen to adjourn the meeting at 5:29 p.m. The motion was seconded by Julia Miller. **Motion passed #6.**

Ann Sasso, Village Clerk