

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

**November 21, 2019 5:00 p.m.**

- 1. Call to Order/Roll Call/Minutes Approval-**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	Present	N	Y	Y	Y				
Stephanie Chaon	Absent	-	-	Y	Y				

Also, Present:

Rich Brecklin, Superintendent of Public Works

Marty Clinch, Village Trustee

Bill Streeter, Village Attorney

**a. August 26, 2019 Minutes Approval**

Todd Rice questioned the amended changes to the minutes Mike had proposed. Mike explained why he felt the changes should be added.

A motion was made by Todd Rice to approve the August 26, 2019 personnel committee meeting minutes as amended. The motion was seconded by Dick Hartman. **Motion passed #1.**

**2. Discussion and recommendation to the Village Board on employee Christmas bonus**

Julia Miller noted she feels like as long the village is in a position to be able to give an employee Christmas bonus, she feels like it is good way to reward the employees and recommended doing the same Christmas bonus from the last several years.

Dick Hartman agreed it is an appreciation factor that if we can afford it, we need to do this as the employees are doing a great job.

A motion was made by Mike Hinrichsen to approve recommending to the Village Board an employee Christmas bonus of \$250 per employee. The motion was seconded by Dick Hartman. **Motion passed #2.**

**3. Discussion and recommendation to the Village Board on employee job titles**

Julia Miller stated in looking at doing the compensation study she has discussed with Rich Brecklin looking at his titles and responsibilities. Many of things Rich does lines up better with a Public Works Director title vs. the Superintendent of Public Works title. Julia Miller read some of the responsibilities and skills that go along with the Director position.

Stephanie Chaon arrived at 5:10 p.m.

Julia Miller recommended looking at Rich's current job titles and descriptions and create the Public Works Director job description and duties. The board will have to modify the code once these are created.

Bill Streeter stated you will want to make sure the duties and roles are consistent and don't overlap with each other.

Mike Hinrichsen stated he would like to see the information.

Julia Miller noted she doesn't feel like the compensation study can be done until there are solid job descriptions and titles in place.

Ann Sasso noted we would need to provide the job descriptions and titles in order to do the compensation study.

Julia Miller will provide copies for review at the next meeting.

#### **4. Discussion and recommendation to the Village Board on cell phones**

Julia Miller explained the cell phone options and plans. Cassandra Schlatter had put together the information and the options are pretty similar in cost. The village currently provides flip phones for the employees that limit their ability to take pictures and email when needed. Julia Miller recommended going with the Verizon plan due to being able to get new phones every ten months.

The committee discussed using the phones for personal use. Rich Brecklin noted it is in the policy that using the phones for personal use is not allowed. Rich explained why the new phones are needed especially when the employees are out in the field and on an emergency.

Ann Sasso will send out the phone cost and plan information to the board members.

A motion was made by Mike Hinrichsen to recommend to the Village Board the purchase of new cell phones and going with the Verizon plan. The motion was seconded by Todd Rice.  
**Motion passed #3.**

#### **5. Discussion and recommendation on the employee compensation study**

Mike Hinrichsen stated we had discussed an employee compensation study at the last personnel committee meeting and it is in the personnel policy as being required. Mike had put together a scope of services in order to have an employee compensation study completed. Mike noted once the scope is completed, we need to develop a spreadsheet of what information should be included and then we can get an estimated cost from a consultant. Mike noted Tri-County Planning Commission used HR Fit to do a study for them.

Julia Miller asked about having GPEDC do a study since we already spend \$2,000 a year with them and she would like to utilize our resources as much as possible. Julia Miller stated the information we got last time on wages and the ability to utilize our own resources was adequate to get the information on our own. Julia Miller stated she disagrees on what information is needed and doesn't feel fiscally we should pay for something we are already paying for.

Mike Hinrichsen stated GPEDC doesn't do direct and indirect expenses and feels we should look at a whole benefit package. Mike explained HR Fit did some work for Tri-County Planning Commission for just under \$5,000 and feels their proposal has the information that is needed. Mike noted the information on wages previously provided has areas of opportunity.

Julia Miller noted she feels like with the small work force that some of this is not necessary.

Rich Brecklin stated the APWA also has some compensation study information that might be helpful. He is trying to get the information to see what all is included in the study.

Todd Rice stated he is in favor of doing an employee compensation study. Todd Rice stated the compensation information we used years ago was beneficial at the time and we felt it was adequate for what the village needed in order to get the employees to the pay level that was needed. He stated he is in favor of looking at the cost to do an employment compensation study to see if it would be worth getting the information. He noted if the cost is too high than maybe it's not worth it but we need to see what the cost would be.

Mike Hinrichsen stated he pointed out the personnel policy notes the information is to be from public and private personnel in the immediate area.

Ann Sasso stated CliftonLarsonAllen also has a consultant that might be able to help but they pull information from different data sources. The difficulty will be for a consultant to know and understand each person's jobs and responsibilities.

Todd Rice stated the information will be more about finding out if we are competitive with everyone around us so we don't lose employees we are training.

Mike Hinrichsen stated he had put together a scope of services back in September for review. Julia Miller and Ann Sasso had reviewed the proposed scope of services. The scope of services needs to be confirmed by the committee as to what information we are needing before it can be sent to a compensation consultant. Ann Sasso will send the scope to the committee along with any proposed changes and questions.

Julia Miller will schedule another personnel committee meeting to discuss.

- 6. Adjournment-**A motion was made by Todd Rice to adjourn the meeting at 5:42 p.m. The motion was seconded by Julia Miller. **Motion passed #4.**  
Ann Sasso, Village Clerk