

Village of Germantown Hills

Personnel & Finance Committee Meeting Minutes

July 28, 2020 4:00 p.m.

1. **Call to Order/Roll Call/Minutes Approval**-Julia Miller called the personnel committee meeting to order at 4:00 p.m. and roll call was taken. Stephanie Chaon called the finance committee meeting to order at 4:01 p.m. and roll call was taken.

Personnel Committee

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

Finance Committee

Village President/Trustees	Roll Call	1	2	3	4	5	6	7
Stephanie Chaon-Chair	Present	Y	Y	Y	Y			
Mike Hinrichsen	Present	Y	Y	N	Y			
Todd Rice	Present	Y	Y	Y	-			
Marty Clinch	Present	Y	Y	Y	-			
Dick Hartman	Present	Y	Y	N	Y			

Also, Present:

Rich Brecklin, Superintendent of Public Works

Jim O'Laughlin, Village Trustee

- a. **January 9, 2020 Personnel Committee Minutes Approval**

A motion was made by Mike Hinrichsen to approve the January 9, 2020 personnel committee meeting minutes. The motion was seconded by Stephanie Chaon. **Motion passed #1.**

- b. **November 21, 2019 Finance Committee Minutes Approval**

A motion was made by Marty Clinch to approve the November 21, 2019 finance committee meeting minutes. The motion was seconded by Todd Rice. **Motion passed #2.**

2. **Discussion and recommendation to the Village Board on amending Section 4.5 of the personnel policy in regards to the employment review process**

Julia Miller explained the proposed revisions to the personnel policy section 4.5 in regards to the employment review process. She explained the focus is to make sure what we are doing is in the policy and if we aren't following it then we need to change it. This has been stated several times in the past. Julia noted these are important changes for our personnel and our size of municipality. In looking at other communities, the review processes range from having a

conversation with the Village President, to union contracts and HR Departments. Julia noted what we are doing as a part of our review process is more than some communities are doing.

Marty Clinch noted the email Chuck Urban sent to Mike references some specifics about the personnel policy.

Todd Rice stated the proposed changes indicate what we are doing and have been doing. Todd recommended adding a mid-year review between the supervisor and the employee just to check overall on how things are going.

Julia Miller shared that she has a draft of the employment review form for Rich Brecklin and Ann Sasso that is similar to the employment review form for all of the employees.

The goals and objectives of the employees were discussed along with the attorney bill.

Mike Hinrichsen stated we have not been following this policy.

Julia Miller noted there are several policies we aren't following that we need to take a good look at and this is one in particular that needs to be revised.

Todd Rice indicated that it has been discussed several times if we aren't going to follow a policy then it needs to be changed and especially if what we are doing works.

Stephanie Chaon noted this can't be an argument every year and if we need to make a change to match what we are doing then let's do it. She also noted concern over a memo from the attorney that cost the village money and she is not really sure what the intent was.

Julia Miller stated we had already gone through the policy to make changes to match what we are doing and have addressed recommendations from the attorney in looking at what best serves our employees. The system together evaluates their performance in a fair manner for our small community.

Todd Rice stated he trusts our supervisors to do what's needed and we don't need to complicate the process.

Dick Hartman noted the need to do what's written or change it if needed.

Julia Miller asked Dick to share his perspective of going through the employment review process with the committee.

Dick Hartman stated the employees each had goals and there was good interaction with talking about things the employee's need to work on and what they have done.

The committee discussed development goals vs department goals and what that means. Rich Brecklin asked what the Village's goals were so we as employees know what goals are needing to be accomplished.

Todd Rice stated the Village should be setting 5-year, 10-year and 15-year goals for the community. Julia Miller noted these are addressed in the Comprehensive Plan and help guide the goals and expectations for the employees.

Julia Miller noted the development goals are for the employee's personal goals as each person's job responsibilities are already in their job description.

A motion was made by Todd Rice to recommend to the Village Board to approve a recommendation to the Village Board on amending Section 4.5 of the personnel policy in regards to the employment review process. The motion was seconded by Stephanie Chaon.
Motion passed #3.

3. Discussion and recommendation to the Village Board on the employee compensation for FY 20-21

Julia Miller stated she has a recommendation to the board on the compensation. She indicated the employees have set development goals and we have a good team working for the village.

Rich Brecklin noted some of the goals the employees came up with themselves and others were discussed as a whole.

Julia Miller noted a preliminary conversation had \$1.00 per hour across the board for budgetary purposes. In looking at the reviews and the finances we looked at who met their goals and who might have struggled this past year.

Stephanie Chaon noted they didn't feel it was fair to go across the board if someone has been performing higher and others have struggled.

Julia Miller shared the recommendation on the raises for the employees with the committee, which ranged from \$.50 to \$1.25 an hour.

The review process for Rich Brecklin and Ann Sasso was discussed. Mike Hinrichsen recommended having the Village President and Personnel Chairperson be involved. The committee agreed to the draft employment review form for Rich Brecklin and Ann Sasso.

Julia Miller recommended \$1.25 an hour raise for both supervisors.

A motion was made by Mike Hinrichsen to recommend to the Village Board the employment compensation for FY 20-21 as presented. The motion was seconded by Dick Hartman.
Motion passed #4.

Marty Clinch and Todd Rice left the meeting at 5:21 p.m.

Jim O'Laughlin updated the committee that on Saturday a diesel fuel pump failed and leaked into the ground. Bodine has been called in to assist with the cleanup.

4. Adjournment-A motion was made by Julia Miller to adjourn the meeting at 5:27 p.m. The motion was seconded by Stephanie Chaon. **Motion passed #5.** Ann Sasso, Village Clerk