

Village of Germantown Hills
Personnel Committee Meeting Minutes

September 17, 2020 5:30 p.m.

1. **Call to Order/Roll Call/Minutes Approval**-Julia Miller called the personnel committee meeting to order at 5:30 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	N	Y	Y				
Mike Hinrichsen	Present	Y	Y	N	Y				
Todd Rice	Present	Y	N	Y	Y				
Stephanie Chaon	Present	Y	N	Y	Y				
Dick Hartman	Present	Y	Y	N	Y				

Jim O'Laughlin, Village Trustee
Marty Clinch, Village Trustee
Chuck Urban, Village Attorney

a. **July 28, 2020 Personnel Committee Minutes Approval**

A motion was made by Todd Rice to approve the July 28, 2020 personnel committee meeting minutes. The motion was seconded by Dick Hartman. **Motion passed #1.**

2. **Discussion and recommendation to the Village Board on amending Section 9.0 of the personnel policy in regards to the discipline, suspensions and dismissal process**

Julia Miller noted there was another discipline issue with the same employee. She noted another written warning was given and in doing that it was determined a change needed to be made moving forward to the policy. The board had delegated authority to the supervisors but one item that was inconsistent in the policy was not changed at that time. Julia Miller explained the proposed revisions to the personnel policy section 9.0 in regards to the discipline, suspension and dismissal 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. Julia Miller, Rich Brecklin and Ann Sasso reviewed the policy and made some minor recommended changes. Julia Miller noted the delegation of authority gave the role of the day to day issues to the supervisors but the policy doesn't take away from the oversight of the committee and the village board.

Julia Miller noted recently when the written warning was given, both Julia Miller as the Personnel Chairperson and Stephanie Chaon as a Village Trustee were present. The committee discussed the process in the policy and the proposed changes.

Chuck Urban looked at Section 9.0 of the Personnel Policy and provided a memorandum to Julia Miller that outlined some provisions and potential concerns of the policy. Chuck noted he wants to make sure the policy doesn't incur any liability on the Village.

Julia Miller stated she appreciated Chuck looking at the policy but she feels it is the committee's decision on whether or not to seek out action on a particular issue.

A motion was made by Mike Hinrichsen to recommend to the Village Board to not take any action until the entire Section 9.0 is looked at in the personnel policy. The motion was seconded by Dick Hartman. **Motion failed #2.**

A motion was made by Todd Rice to recommend to the Village Board on amending Section 9.0 of the personnel policy in regards to the discipline, suspensions and dismissal process and to leave the Personnel Committee Chairperson in Section 9.5.1.6. The motion was seconded by Julia Miller. **Motion passed #3.**

Todd Rice noted confusion if the personnel committee didn't ask for this to be looked at, then why was it looked at? He stated our typical operating procedure is that it would normally go to committee level and then have action be directed by the committee, or chairperson or village board.

Mike Hinrichsen noted he directed Chuck to look at the policy.

Chuck Urban stated he was asked to look at revisions of Section 9.0 of the personnel policy and when you look at some sections it is good to look at other areas of the written policy to make sure everything is internally consistent.

Todd Rice noted the standard practice is that topics typically go to the committee or village board for recommended actions because otherwise this opens it up to anyone and everyone calling the attorney, which was an issue with previous boards and increased legal costs. He stated we should be careful getting away from what we normally have done.

Chuck Urban stated it was his recollection the Village President is authorized to delegate attorney matters.

Julia Miller noted just because you can doesn't mean you should. Julia noted no one is criticizing the work.

Todd Rice stated he values Chuck's opinions and is not opposed to tightening up the policy but stated this process wasn't done to fix this but for other reasons. He noted the work has always been fantastic but disagrees with how this was approached.

Marty Clinch questioned if another personnel committee meeting is needed.

Julia Miller stated yes. Julia Miller noted it was recommended that she meet solely with Mike Hinrichsen and Chuck Urban before bringing it to the committee but she doesn't feel comfortable doing it this way. She stated we have a committee structure that we need to follow so she can call a meeting to discuss.

Todd Rice asked Chuck Urban if with any of the changes recommended tonight it adds any liability to the village? Chuck Urban stated it does not.

3. **Adjournment**-A motion was made by Julia Miller to adjourn the meeting at 6:00 p.m. The motion was seconded by Stephanie Chaon. **Motion passed #4.**

Ann Sasso, Village Clerk