

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

**May 24, 2021 5:00 p.m.**

- 1. Call to Order/Roll Call/Minutes Approval-**Julia Miller called the personnel committee 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					
Jeff DeGroot (Electronic)	Present	Y	P	Y					
Todd Rice (Electronic)	Present	Y	Y	Y					
Stephanie Chaon	Absent	-	-	-					
Dick Hartman	Present	Y	Y	Y					

Rich Brecklin, Superintendent of Public Works

**a. April 15, 2021 Personnel Committee Minutes Approval**

A motion was made by Todd Rice to approve the April 15, 2021 personnel committee meeting minutes. The motion was seconded by Dick Hartman. **Motion passed #1.**

**2. Discussion and recommendation to the Village Board on the job descriptions**

Julia Miller noted the job descriptions have been completed. She stated we took what the village previously had, plus HR Fit's input and other municipalities in order to update the job descriptions. The only major changes were that we created a Director of Public Works title to incorporate all of Rich Brecklin's job duties and the Economic Development duties were added to Ann Sasso's job description as they had not been approved yet. Some daily operational tasks are not included in the job descriptions but will be used as a separate internal document.

A motion was made by Todd Rice to recommend to the Village Board the job descriptions as presented. The motion was seconded by Jeff DeGroot. **Motion passed #2.**

**3. Adjournment-**A motion was made by Todd Rice to adjourn the meeting at 5:09 p.m. The motion was seconded by Jeff DeGroot. **Motion passed #3.**

Ann Sasso, Village Clerk