

Village of Germantown Hills
Special Village Board Meeting

March 9, 2023, 5:00 p.m.

- 1. Call to Order/Roll Call/Pledge of Allegiance-** Jeff DeGroot, Village President called the meeting to order at 5:00p.m.

| Village President/Trustees | Roll Call | 1 | 2 | 3 |
|-----------------------------------|------------------|----------|----------|----------|
| Jeff DeGroot – President | Present | Y | | |
| Stephanie Chaon | Present | Y | | |
| Heather Armistead | Present | Y | | |
| Nathan Henricks | Present | Y | | |
| Tom Eckstein | Present | Y | | |
| Karl Figg | Present | Y | | |
| Todd Rice | Present | Y | | |

Also, in attendance:

Zack Hecht, Public Works

Scott DeSplinter, Village Engineer

Patricia Yost, Village Treasurer/Assistant Bookkeeper

Everyone stood and said the Pledge of Allegiance.

- 2. Swearing in of the Village Treasurer**

Patricia Yost was sworn in as Village Treasurer by the Village Clerk. The board welcome her.

- 3. Discussion and Approval on the Employment Review Process and Revisions to the Employment Policy**

Nathan Henricks noted everyone had been sent the employee review form that has been used in the past few years. Heather Armistead had a couple minor revisions but overall, the board felt it was a good document.

Jeff DeGroot stated he didn't want the word "goals" to be used and was against setting goals but more about special accomplishments throughout the year. Jeff noted equipment safety and training is important to him.

Ann will make the recommended changes to the document.

The board discussed having the employees site examples of things throughout the year that would be extraordinary and make comments on the different areas listed on the review form in order to get employee input.

Ann noted in the past the employees would give examples to be included on the form of things they did out of the ordinary or things they would like to accomplish in the new year.

Jeff DeGroot stated it needs to be communicated to the employees that they need to keep track throughout the year of anything they have accomplished out of the ordinary.

Ann noted another comment area could be added to the form so that it is clearly shown what has been added by the employee and by the supervisors.

The board discussed the need to let the employee's know they need to keep track of the exceptional things that they are doing and making sure the employees are aware of the process moving forward.

Ann reviewed the process and stated normally the reviews are done with the personal chairperson, Village President or another trustee, Rich Brecklin, Zack Hecht and herself.

The board discussed the process and noted the message of what is being proposed for raises needs to come from the whole board along with what is being looked at as a part of the review process. The board asked to see if the employees would be available to attend a meeting so the board can communicate the process. The board discussed having a personnel meeting before the board meeting. Zack Hecht will check on their availability since it is after hours.

Todd Rice noted there needs to be more detail as the board can't just give raises without seeing what is being done and felt in the past there wasn't enough information.

The board asked Zack his thoughts. He stated he understood what they were saying but the village runs on a lot of everyday duties and that attitude is important.

The board discussed having the employees participate more on their own behalf as this is an important part of the review process.

Heather Armistead asked if there was a mid-year review.

Ann noted there is, but it is not formal but rather a discussion with the employees. She stated communication is important so if there is an issue it would be discussed with the employee when it happens, and we would not let it go to review time.

Heather Armistead asked if the board needed to have a wage discussion as there may need to be a range with a minimum and maximum for different positions.

The board will have more specific discussions on wages once the reviews are completed.

The board discussed needing to have clear communication on the steps and timeline so that everyone understands the process. The plan is to have everything completed by May this year.

Nathan Henricks stated he looked at the compensation study that was previously done and looked at the updated information in other communities. Nathan noted the village looks healthy along with the benefits that are a part of the compensation package.

Ann will get the form revised and the board will discuss at the next meeting.

4. **Executive session: Approval of closed session 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.** This was not needed.
5. **Adjournment-**A motion was made by Nathan Henricks to adjourn the meeting at 6:15 p.m. The motion was seconded by Stephanie Chaon. **Motion passed #1.**

Ann Doubet
Village Clerk