

**VILLAGE OF HINCKLEY
PERSONNEL COMMITTEE MEETING—MINUTES
SEPTEMBER 12, 2017**

CALL COMMITTEE MEETING TO ORDER: Meeting was called to order by Chairperson Clark at 7:00 PM.

PRESENT: Chairperson Christine Clark, Trustees Mike Constant, Chuck Rifiergete, Joe Diedrich. Quorum established.

ABSENT: None

ALSO PRESENT: Village President Nancy Nelson.

PUBLIC COMMENT: None

DISCUSSION: OFFICE JOB DUTIES/DESCRIPTIONS

Committee Chair Clark led the discussion regarding establishing job descriptions for the Administrative Assistant role as well as Public Works Supervisor and Assistant Supervisor. Chair Clark handed out various descriptions that were used or presented over the past several years for these positions and discussion was centered around any changes or updates that are needed to establish set descriptions for the roles going forward.

All trustees reviewed the materials presented by Chair Clark, and it was determined that the role for Administrative Assistant is to be re-written to incorporate only the duties for that role.

The previous descriptions included some duties that are now performed by the Village Clerk. Chair Clark is to meet with the Village Clerk to determine what duties are reflected on the previous job description created by the previous Office Manager (Dawn Gravette) to determine what duties overlap the two roles to narrow down the correct duties for the Administrative Assistant role.

Trustee Joe Diedrich to meet with Joe Moore, Village Public Works Supervisor, to determine current duties and if any changes would be needed for the Supervisor and Assistant Supervisor roles in that department.

Trustee Rifiergette provided a template to create Mid-Year and Annual performance reviews for the Administrative Assistant and Public Works roles to provide a consistent vehicle for feedback and dialogue between employees and the Board of Trustees.

It was agreed that, after Chair Clark meets with the Village Clerk to discuss the overlapping duties from the previous description, and Trustee Diedrich meets with Joe Moore to discuss the descriptions for the Public Works personnel, a draft will be created by Chair Clark to present to the Personnel Committee for review and possible recommendation to the Board.

DISCUSSION: PERFORMANCE EVALUATION/COMPENSATION REVIEW-CHIEF OF POLICE

The Chief of Police was due for review of potential increase of annual compensation based on the anniversary date of her hire on August 3rd.

The committee discussed what the previous increase for 2016 was, which was 1.5% of her annual salary, and it was agreed that the amount of 1.5% would be acceptable to present to the Board for discussion and approval at the next board meeting.

DISCUSSION: ELIMINATION OF TIME CLOCK

Discussion centered around the fact that the time clock at the Public Works building no longer works, and a replacement would cost a minimum of \$400.

The committee discussed the need for trust in Village employees to accurately report their time, and that replacing the time clock would not be warranted because their time sheets have two reviews; One by the Personnel Committee Chair and the Village President.

It was agreed that the expense of replacing the time clock would not be justified at this point. Consensus was the time sheets would continue to be monitored closely and any abuse or inaccurate reporting of time would be addressed with that employee and the time clock would not be replaced, and the requirement for employees to clock in would be eliminated. This will be presented to the Board at the next meeting for discussion and approval.

Committee Chair Clark will have the Employee Handbook updated to remove the requirement to have employees clock in.

NEW BUSINESS

None

OPEN DISCUSSION

None

ADJOURNMENT

The meeting was adjourned by unanimous voice vote at 9:00 PM.