

Village Of Brooklyn

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Personnel Committee Minutes August 31st 2011

The Personnel Committee meeting was called to order at 6:40pm. In attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn.

Motion: Klahn/Walsten to approve minutes of 05/10/2011 and 05/11/2011. Motion carried unanimously.

Motion: Klahn/Walsten to approve minutes of 06/16/2011. Motion carried with Van Den Eng abstaining.

Motion: Van Den Eng/Walsten to approve minutes of 07/21/2011. Motion carried with Klahn abstaining.

The committee debated a wage/fringe benefit recommendation to the Board. Wages and benefits account for a large percent of the overall budget and many factors were considered, including reduced state aid, strict levy limits, mandatory employee contributions to the Wisconsin Retirement System and health care premiums. The committee expressed their appreciation for the hard work and dedication of Village employees and the desire to provide them with an appropriate level of compensation given the difficult budget the Village is facing.

Motion: Van Den Eng/Klahn to recommend to the Board that during 2012 the Village compensate employees \$1,244.30 per month toward their family health care premium, which equals the base rate of the lowest plan in tier 1, and that wages be frozen at current levels. Motion carried unanimously.

Act 10 dictates that a grievance policy be implemented by October 1st 2011. Two versions of grievance policies were reviewed and discussed. **Motion:** Klahn/Van Den Eng to recommend to the Board that version #1 be implemented with corrections. Motion carried unanimously.

The committee reviewed a "release of information form" for future hires drafted by Police Chief Barger. There was debate as to which sources should be contacted during the hiring process and which type of information would be relevant related to hiring for the Village. Van Den Eng will follow-up with Chief Barger and review the findings at the next meeting.

The need for communicating employee time off was discussed. The committee expressed the need for all department heads to provide ample notice to the Village President, Chair of appropriate oversight committee and other department heads before leaving for extended periods such as vacations. Providing such notice would be beneficial to all involved as everyone would be able to plan around that person being gone from the Village. Van Den Eng will work on policies to present at the next Personnel meeting.

A time line for employee evaluations was discussed. The committee is requesting that department heads complete evaluations for their employees by September 30th. Department head evaluations will be conducted by the Personnel committee at upcoming meetings.

Time sheets were reviewed and overtime discussed.

Motion: Van Den Eng/Klahn to adjourn at 8:20pm. Motion carried unanimously.