

# Village Of Brooklyn

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## Personnel Committee Minutes September 28<sup>th</sup> 2011

The Personnel Committee meeting was called to order at 6:17 pm. In attendance were Dean Van Den Eng and Todd Klahn. Nadine Walsten arrived at 6:21 pm.

**Motion:** Van Den Eng/Klahn to approve minutes of 08/31/2011. Motion carried unanimously.

The committee discussed the procedure for department head evaluations.

**Motion:** (6:35 pm) Van Den Eng/Klahn to convene to closed session pursuant to Wis Stats 19.85 (1)(c) to deliver quarterly performance review to Mark Langer Public Works Director; accept evaluations from Mark Langer for Leif Spilde Utilities Superintendent and Curt Golz Public Works Laborer; and accept evaluations from James "Harry" Barger, Police Chief for Shirley Hardy, Police Secretary and Wade Engelhart, Patrol Officer. Motion carried unanimously.

Director Mark Langer arrived at 6:35 pm and left at 7:37 pm.

Police Chief Barger arrived at 7:40 pm.

**Motion:** (8:49pm) Van Den Eng/Walsten to reconvene to open session.

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. **Motion:** Klahn/Van Den Eng to recommend to the Board to approve the release of information form with corrections. Motion carried unanimously.

Police Chief Barger left at 9:28

The committee discussed annual compensation for the position of Emergency Management Director and merit pay for completion of the Emergency Management Plan earlier this year. Many hours have been spent by the Emergency Management Director, some off the clock, to get the plan in motion and maintain the necessary documentation. Walsten reported that the Emergency Management committee intended for the Emergency Management Director to be compensated when the position was created. The proper level of compensation was debated as the committee wanted to provide enough incentive for the extra responsibility while at the same time not overpaying and depleting resources. **Motion:** Klahn/Van Den Eng to recommend to the Board to

compensate the Emergency Management Director \$750 per year divided into quarterly payments retroactive to Jan 1<sup>st</sup> 2011. Motion carried unanimously.

There was no discussion pertaining to revisions to Chapter 7 of the Village Employment manual.

A policy communicating employee time off will be drafted for the next meeting.

**Motion:** Van Den Eng/Klahn to adjourn at 9:55 pm. Motion carried unanimously.