

# Village of Brooklyn

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## **Personnel Committee Agenda Brooklyn Community Building October 26<sup>th</sup> 2011 at 6:30 pm**

Call meeting to order

Approve committee minutes of 09/28/2011

Discuss 2012 employee compensation and solicit input from any employees that want to speak to the committee

Convene to closed session pursuant to Wis Stats 19.85 (1)(c) to deliver annual performance review to Clerk/Treasurer Carol Strause

Stay in closed session pursuant to Wis Stats 19.85 (1)(c) to accept employee evaluation of Deputy Clerk Kim Brewer from Clerk/Treasurer Carol Strause

Reconvene to open session

Procedure for handling employee reviews

Policy regarding communicating extended employee time off

Procedure regarding the use of the authorization for release form

Policy to contact the Village attorney

Mission statement and goals for budget 2012

Review time sheets and discuss overtime

Adjourn

Posted: 10/24/11

Note: If you need an interpreter or require other accommodations, please contact the Village Clerk's office at (608) 455-4201 at least 24 hours in advance.