

# Village Of Brooklyn

PO. Box 189 • 102 North Rutland Avenue • Brooklyn, Wisconsin 53521  
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

## **Personnel Committee Minutes January 19<sup>th</sup> 2012**

The Personnel Committee meeting was called to order at 6:34 pm. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn.

**Motion:** Van Den Eng/Walsten to approve minutes of 12/15/2011. Motion carried unanimously with Klahn abstaining.

The committee discussed revisions to the orientation manual for new trustees. The draft will be formatted and additional information will be added regarding parliamentary procedures.

Current policies pertaining to employee vacation and sick time were reviewed. Feedback and suggestions that were solicited from Village employees regarding these policies was discussed. Employees will be invited to attend the next Personnel meeting to give additional input in person.

Time sheets and overtime were reviewed.

**Motion:** Klahn/Van Den Eng to adjourn at 9:27 pm. Motion carried unanimously.