

Village
of
Brooklyn

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

Personnel Committee Minutes
Wednesday November 18, 2009

The meeting was called to order at 6:38 Members present were Mark Bruner, Wendy Layton and Helen McCord. Nadine Walsten was also present.

Mark motion to approve October 28 minutes. Wendy 2nd. Motion passed.

Time sheets were reviewed

Mark motion to authorize closing Public Works the day after Thanksgiving. Wendy 2nd. Motion passed.

The 2009 evaluation forms were sealed and signed. Nadine took them up to the clerk's office to be filed.

Nadine passed out cleaned up copies of the Professional Conduct Policy to review for the December meeting. Section 6 was moved to section 1.

We started working on chapters 1 and 2 of the Personnel Manual.

Mark Motion to convene into closed session pursuant to Wis. Stats 19.85 (1)(c) to discuss employee issues and to reconvene at 8:30. Wendy 2nd. Voice vote Wendy aye, Mark aye, Helen aye.

Mark motion to reconvene to open session at 9:25. Wendy 2nd. Voice vote Wendy aye, Mark aye Helen aye.

Mark motion to refer to Finance Committee to draft a policy that will establish a threshold for the requirement of sealed bids as opposed to quotes. Wendy 2nd. Motion Passed.

Mark motion to establish the Village Clerk as the contact for Drug and Alcohol screening. The Clerk will make the appointments being aware of the Public Work's schedule. The results will be filed in the Clerk's Office. Wendy 2nd. Motion passed.

Mark motion to adjourn. Wendy 2nd. We adjourned at 9:37 pm.