

Village Of Brooklyn

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Personnel Committee Minutes August 19, 2010

The Personnel Committee meeting was called to order at 6:35 pm by Chair Van Den Eng. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn. Also in attendance was PW Director Bob Anderson.

Motion: Van Den Eng/Walsten to approve minutes of 7/22/2010. Motion carried with Klahn abstaining.

Motion: (6.38pm) Van Den Eng/Klahn to convene to closed session pursuant to Wis Stats 19.85 (1)(c) to evaluate the progress of the performance improvement plan for Bob Anderson, Director, Public Works Department. Motion carried.

Motion: (7:50pm) Van Den Eng/Klahn to reconvene to open session. PW Director Anderson left at this time.

Motion: Van Den Eng/Klahn to recommend to the Board that the Village reimburse PW Director Bob Anderson \$25 per month toward his cellular phone bill. Motion carried.

Motion: Walsten/Klahn to purchase two books for PW Director Anderson to use in his ongoing studies, "Everything you need to know to be a Public Works Director" (\$20) and "Building on Basics – Core Competencies for Public Works" (\$30). Motion carried.

Time sheets were not reviewed.

The current and preliminary 2011 budget was discussed along with proposals on a 2011 wage/benefit package. The committee agreed that the Village needs to be fiscally responsible given the current economic outlook and expected declines in shared revenue. The budgets of Village residents are strained and the Village government must hold the line on expenditures. **Motion:** Van Den Eng/Klahn to forward a recommendation to the finance committee that there be a wage/benefit freeze for the 2011 budget. Motion carried

Section 1.50(b) "Acceptance of gifts and favors" of the Village Employment manual was discussed relating to gift cards given to employees by the Village. It was deemed that this section pertains to gifts given by anyone other than the

Village and no changes were recommended. The committee recommends that gift cards for Village employees be considered during the budget process.

A copy of Chapter 7 of the Village Employment manual was distributed and briefly discussed. Walsten stated that she would attempt to get updated information from a colleague regarding the prevention of blood borne diseases. **Motion:** Walsten/Klahn to postpone further discussion until the next committee meeting. Motion carried

A copy of Village Ordinance Chapter 51 "Code of Ethics" was distributed and discussed regarding how it pertains to Village employees. **Motion:** Van Den Eng/Walsten to postpone further discussion until the next committee meeting. Motion carried

The recent State Supreme Court ruling regarding personal e-mails on work computers and the open records law was discussed. The committee will take this ruling into consideration when it discusses an electronic use policy.

The forms used for Village employee performance reviews and the timeline were discussed. The Police department uses different review forms and timelines due to state statues. Department head review forms were distributed and each member of the committee will start the evaluation process for department heads. At the next meeting, the committee will compile the data into a final review. The committee did not convene into closed session.

Motion: Van Den Eng/Klahn to adjourn at 9:35. Motion carried