

# Village Of Brooklyn

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## Personnel Committee Minutes April 18<sup>th</sup> 2013

The Personnel Committee meeting was called to order at 6:40 pm by Dean Van Den Eng. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn.

**Motion:** Walsten/Klahn to elect Van Den Eng chair of committee. Motion carried unanimously.

**Motion:** Klahn/Van Den Eng to approve minutes of 03/18/2013. Motion carried unanimously.

**Motion:** (6:44 pm) Van Den Eng/Klahn to convene to closed session pursuant to WI Stats 19.85 (1)(c) to review compensation agreement for Fire Chief wages between the Village of Brooklyn and Brooklyn Fire and EMS Protection District. Motion carried unanimously.

**Motion:** (6:59 pm) Van Den Eng/Klahn to reconvene to open session. Motion carried unanimously.

Per the discussion at the April 16<sup>th</sup> Board meeting, the committee deliberated procedural guidelines for Village Board meetings. Guidelines were requested to preserve order and keep Board meetings on topic. A list of guidelines were outlined and will be typed up for distribution before the May 13<sup>th</sup> Board meeting. **Motion:** Van Den Eng/Klahn to recommend that the Board adopt the guidelines as outlined. Motion carried unanimously.

The committee discussed creating a policy outlining how employees should proceed with reference requests concerning current or former employees. The consensus was that department heads should respond to reference requests for current or former employees that they supervised directly unless there were discipline problems or the employee was terminated. In such cases, the reference request should be brought before the Personnel committee before any action is taken. If the department head did not supervise the employee, the reference request should also be brought before the Personnel committee before any action is taken. The policy will be drafted for presentation at the May 13<sup>th</sup> Board meeting. **Motion:** Van Den Eng/Walsten to recommend that the Board adopt the reference policy. Motion carried unanimously.

The committee reviewed revisions to the orientation handbook for committee members.

**Motion:** Van Den Eng/Klahn to recommend that the Board adopt the revisions. Motion carried unanimously.

Time sheets and overtime were reviewed.

**Motion:** Klahn/Van Den Eng to adjourn at 8:04 pm. Motion carried unanimously.