



P.O. Box 189 • 210 Commercial St. • Brooklyn, Wisconsin 53521
(608) 455-4201 • Fax: (608) 455-1385 • E-mail: clerk@brooklynwi.gov

Personnel Committee Minutes August 7, 2013

Carol Strause, Village Clerk, called the meeting to order to select a chairperson at 7:12 pm. In addition to Strause, Todd Klahn, Laura Clark-Hanson, and Nadine Walsten were present.

Klahn moved that Walsten become Chairperson of the committee due to Van den Eng's resignation from the Board. Clark-Hanson seconded. Motion carried. Walsten will pursue if there is a restriction on the President being chair of the Personnel committee.

The committee minutes of 6/20/13 were referred to the Village Board for approval as no quorum was present.

Discussion of the 2014 wage and benefits agenda item was moved up as Clerk Strause wished to present the brochure on the Affordable Care Act and upcoming health care coverage for employees. She also briefed Klahn and new member, Clark-Hanson on the WRS-ETF schedules from 2012 on the various options available for municipalities to select for insurance coverage. Options can be employer pays full premium, requires co-pay, or sets deductibles (i.e. insurance only pays after deductible met). Currently, because of the October 1 deadline set by the Affordable Care Act, the Board needs to pass a resolution indicating whether the Board will be changing providers before that date. The current coverage is provided by Unity, UW Health, which is a Tier 1, Option 2. Tier 1 is the standard, non-deductible category which, being less than 88% of the median of combined insurance plans, permits the employer to pay for the premium. Program Option 2 is called: Full pay uniform benefits option with Standard Preferred Provider Organization (SPPO) plan. Because there is a pressing family need, the employees have met and request the current insurance provider remain the same so health care providers do not change. The employees agree to pay the difference between the premium of the current provider (which was the lowest for 2013) and the lowest provider for 2014, should that not be Unity, once that information is made available. This information will not be available until after October 1, hence, missing the ACA deadline. Klahn moved to recommend to the Board the Village stay with the current Tier 1 plan, covering the full premium of the lowest provider with the employees who wish to remain with Unity, paying the difference in premium, should Unity not be the lowest bidder/provider for 2014. Strause left the meeting at this time.

The Committee discussed future items listed on the agenda and prioritized the items of most importance to least:

1. Creating a policy or policies on social media, electronic communications generally and IT devices was felt to be the most pressing.

2. Reviewing the procedure for use of the request for information form was identified as important in light of recent litigation initiated by a previous employee.; (Walsten will distribute the most recent request for information policy for prospective employee. Walsten will distribute the most recent policy delineating how the Village and/or department heads will respond for reference requests from external employers looking for information on prospective hires.)
3. Completion of the Biohazardous Risk policy for Law Enforcement and Public Works employees.
4. Completion of the previous discussion crafting a safety program for employees. For example, there is a confined space policy for public works employees when they go beneath the street for infrastructure work, however, there is need for updating what other hazards exist and how to manage them.
5. Department scheduling and evaluation of documentation methods was discussed as we currently have no system for confirming employee presence at work which became an issue in the recent past.
6. Need to follow up on public works laborer job description revision.

Goals for 2014 were discussed, dovetailing on the above discussion. The committee felt that completion of the previously listed policies are the most important with a nod toward discussing wellness ideas to promote healthy lifestyles for Village employees. It was felt the budget for 2014 will be directed toward the policy creation and employee benefits/wages.

Walsten pointed out that Department Heads have a 9/30 deadline to complete their employee evaluations. The Committee will evaluate Department Heads. Walsten will remind the department heads re: deadline.

The employee timesheets and overtime was discussed and approved.

Klahn and Walsten updated Clark-Hanson on the general focus, staffing needs and issues of the Personnel Committee.

Meeting was adjourned at 8:45 pm.

Nadine Walsten, Chair