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## **Personnel Committee Minutes September 4, 2013**

Walsten called the meeting to order at 7:05 pm. Todd Klahn, Laura Clark-Hanson, and Nadine Walsten were present.

Klahn approved minutes of 8/7/13, Clark-Hansen second. Motion carried.

Discussed unfinished policies and goals as defined by previous trustee Van den Eng and previously discussed and ranked the following in terms of priority:

1. Creating a policy or policies on social media, electronic communications generally and IT device.
2. Completion of the Biohazardous Risks policy for Law Enforcement and Public Works employees.
3. 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.
4. Department scheduling and evaluation of documentation methods was discussed—need policy to confirm employees present at work and evaluate appropriateness of scheduling.
5. Completion of the previous discussion crafting a safety program for employees
6. Public works laborer job description—need updating?

Discussed the need for annual employee reviews—due date is September 30. Walsten will send out email to Dept Heads.

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 next item was the 2014 wage and benefit package. Lengthy discussion ensued as the question of having Public Works Director become Village Building Inspector and use the revenue currently paid to General Engineering to offset cost of hiring additional parttime person

for Public Works Department. That would allow Langer to provide more time to administrative duties whereas at present is about spending almost more time working on streets, parks, etc. than administration. However, revenue because building has been so slow, is only \$5000-6000/year which may not be of much help. Walsten identified need for administrator for 2015 because economic development and village administration duties are more than staff another Village President can handle, especially if working at a full-time job. Clerk Strause informed Walsten that the increase in insurance is tentatively believed to be \$144/month for family policy but no final word as yet.

Goals for 2014 were discussed. In addition to completing the goals listed above set for 2013, an employee wellness program was briefly discussed. Walsten will draft a mission statement to incorporate goals and planning for Personnel after the next meeting.

The employee timesheets and overtime was discussed and approved.

Meeting was adjourned at 9:10 pm.

Nadine Walsten, Chair