

# Village Of Brooklyn

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## Personnel Committee Minutes October 2, 2013

The Personnel Committee meeting was called to order at 7:55 pm. Committee members in attendance were Laura Clark-Hansen and Nadine Walsten. Todd Klahn had an excused absence.

Committee met informally with Chief Barger prior to meeting to hear his additional staffing request as not available later. See discussion below.

**Motion:** 'Clark-Hansen/Walsten to approve minutes of 9/4/2013. Motion carried.

**Update:** Employee evaluations were completed by Department Heads Langer and Strause. Chief Barger has not turned in his evaluations due to "too busy to get done."

Closed session pursuant to Wis Stats 19.85 (1)(c) to draft annual performance review Director Langer left at 7:10 pm. Reconvene to open session.

**Mission statement and goals for 2014 budget discussed.** Succession planning for Village Clerk, Public Works and Village President's administrator functions were added to previous goals. Further discussion will be held next month when Klahn can be present.

**Public Works Director job description:** Further discussion re: feasibility of having Director Langer assume building inspection duties with revenue to be directed to funding a part time employee position in Public Works occurred. Walsten has met with Langer and he is noncommittal to this proposal. Because potential revenue is approximately \$5,000/year, it would only provide approximately 8 additional hours of employee time/week at \$12/hour which isn't feasible.

**Staffing needs request for 2014-2015:** Chief Barger is requesting additional hours for part time staff for 2014 because he feels he could expand coverage to weekends and evenings. He is recruiting to fill another part time position currently to replace recent vacancies. Clark-Hansen's position is the need is greater in other departments and scheduling of current staff could be improved to expand coverage. Walsten did not see enough justification to honor this request in light of major increase in police budget to increase Officer Engelhart's position to full time and new squad purchased for 2013. Employee Golz had requested a raise for his length of service from Walsten. Review of the budget would not allow beyond planned raises. **Motion:** Clark-Hansen/Walsten denied request for additional Police staff in 2014 budget.

**Motion:** Clark-Hansen/Walsten moved personnel budget recommendation to the Board include Chief Barger in village health insurance program, wage increase of 1.5% and village pay health insurance premiums for employees for lowest cost provider. Motion carried. The health insurance schedules from ETF arrived yesterday and it is confirmed

that the Tier 1 provider is Unity, which is the current plan, with a proposed increase of \$144/month/employee.

**Scheduling in public works and police departments:** Public Works is suggesting they continue current 6:00 am—2:30 pm schedule as this would decrease overtime needed for early AM plowing. Police department scheduling is confusing and final schedule worked is only available after payroll sheets submitted for payroll every two weeks. Walsten will complete documentation of days/shifts worked for PD during 2013. Clark-Hansen suggested that more daily recording is needed to have a better understanding of duties completed/shift.

**Joint meeting with Safety Committee to clarify Chief Barger's confidentiality concerns:** Attorney's opinion of June, 2013, continues to be an issue for Chief Barger. Walsten will set this up for a joint meeting in November with Chair Lust of Safety Co.

**Policies for Social Media:** Clark-Hansen/Walsten moved to postpone discussion until next meeting. Motion carried. This should be a goal for 2014 as extensive topic. Articles passed out previously should be reviewed to discuss types of policies needed.

Target dates for remaining 2013 goals:

11/6/2013=Revisions of Chapter 7 Employment Manual re: Biohazardous Risk Protocol

12/4/2013=Procedure for use of the authorization of release of/request form for references in hiring procedure

Safety program evaluation: 2014 goal

Review Assistant Public Works Position description for update: 2014

Review Public Works Laborer position for update: 2014

Reviewed time sheets and overtime, approved.

Motion: Clark-Hansen/Walsten moved to adjourn at 9 pm.