

Village Of Brooklyn

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Personnel Committee Minutes February 5, 2014 6:30 pm Village Hall @ Commercial Street

The Personnel Committee meeting was called to order at 6:40 pm. Klahn, Walsten and new member, Levi Cutler was present.

Motion: Klahn/Walsten approved minutes of 12/4/13 with the correction that minutes of 11/21 was typed 12/21. Minutes of 10/2/13 were approved and will be referred to Board for approval as Clark-Hansen is no longer on the Board, so lack of a quorum. Minutes of 11/21/13 were approved. The Directives to Improve Documentation of Police Activities which were submitted to the Board on January 13 were corrected—the date of the meeting with Chief Barger, Trustee Clark-Hansen and Walsten on 11/21/13 was incorrect. The meeting with the Chief took place at the 10/2/13 personnel committee meeting. The directives are now titled “Directives to Improve Documentation of Police Department Activities and Communication” because the underlying issue is lack of communication as well as no awareness

The justification process was reviewed for new staff requests. Walsten is keeping a running daily log identifying activities and times on job duties she performs which are as administrator/village president. Walsten has not met with Langer to review justification process.

Department staff scheduling and hours was discussed. Clerk’s office scheduling continues at 10 hour days—the changing schedule creates problems as Walsten is unaware beforehand who is working. She will discuss the need for schedule with Carol and Kim. Public Works is working 6 to 2:30 and continues to be working well. There are times when residents want to contact them but it is after 2:30 and this doesn’t seem to be a major problem. Police department scheduling continues to reflect a decrease in weekend coverage (usually shift ends before 9 pm). Cutler suggested a list of required shifts be developed by this committee and share with Chief Barger re: prioritizing these shifts. Walsten had created a grid for budget purposes last October and identified who and when officers were on duty until August 2013; which was helpful in identifying that only 1-2 shifts of part time officers per month are working when 9-12 weekend shifts are available. Cutler wondered if Trustee Lust could work with the Chief and create a program which identifies which shifts are uncovered without doing this manually. Walsten will discuss with Lust. The committee wants to see logs that identify activities but also when staff are out of the village on work time.

The joint meeting with Personnel and Safety was discussed and the decision is to wait until the new committees are seated after the April election. It may be necessary to have village attorney present as Chief’s opinion is that he is bound by confidentiality to not release/share information with trustees or Board which is not supported by opinion by Christopher in 6/2013. The Personnel committee also needs to share performance

expectations of Chief also as part of that meeting. Cutler would like to see increased speeding enforcement because he feels that traffic continues to be above the speed limit. He feels stop sign enforcement is also lax.

The misconduct of Trustee McCallum was discussed, namely sanctions versus removal from the Board. Walsten had reviewed municipal websites for information on how this problem was handled in other communities. She only found one ordinance/policy (Prairie du Sac) where the sanctions imposed were as follows: First offense of violating decorum=\$1000; Second offense=removal from the Board and \$1000 fine; Violation of closed session=removal from the Board. Klahn/Cutler recommended this protocol be presented to the Board. Walsten advised to send this to Attorney Christopher for approval.

Motion made to go into closed session at 7:53 pm by Klahn/Cutler to discuss performance evaluation of public employee.

Motion made to return to open session at 10 pm by Klahn/Walsten and approved. The decision is to continue to proceed with written warning for Chief Barger.

Re-Set timeline for the goals listed was postponed (Klahn/Walsten).

Timesheets were reviewed and approved.

Adjourned (Klahn/Cutler) at 10:15 pm.