

Village Of Brooklyn

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Personnel Committee Minutes July 2, 2014 7:00 pm Village Hall @ Commercial Street

The Personnel Committee meeting was called to order at 7:12 pm. Nadine Walsten, and John McNaughton were present. Todd Klahn arrived at 7:30 pm. Chief Harry Barger was also present for part of the meeting.

The first item of business was to elect a Chair of the Committee. McNaughton/Klahn approved Walsten as new Chairperson.

The minutes of 4/14/14 were approved by the Board for lack of quorum due to change in membership. Minutes of 5/13/14 were approved by McNaughton/Walsten.

McNaughton/Klahn approved motion to enter into closed session to discuss performance reviews by Chief Barger of his department secretary and Part time Officer Randy Burns. Reconvened to open session at 7:45 pm and motion approved by Klahn/McNaughton to accept reviews as presented. Chief Barger left the meeting at this time.

The department head performance evaluation schedule was discussed and the plan is to meet with Clerk Strause and Director Langer in July if possible. If not, the evaluations will be scheduled for September when Walsten is available.

The initial plan for creating social media, electronic communications and electronic devices policies was discussed. Walsten reviewed the information from the Social Media policy articles. The committee felt that more information was needed to prioritize where to start as there are so many types of IT policies and how they are effected by Open Meetings/Open Records Law. Examples of types of policies needed: 1) Programs or sites which disseminate village information to the public (ie website, Facebook, Twitter and others) and provide real time notification and feedback from residents to the Village and elected officials (personal Facebook page); 2) Device usage (cell phones, iPads, computers; cameras) by staff and elected officials; and 3) Personnel policies which address personal or other non-work related use at work; and 4) individual departmental policies which address public created videos of village employees, etc. Only Personnel and elected official-related policies can be addressed by this committee.

Walsten will review timesheets and overtime after the meeting.

Walsten reviewed the biohazardous risk protocol draft and reported on recommendations for revision from the state infection control RN, Gwen Borlaug. Walsten will contact EMS and find an occupational health service for the next meeting, which will be in September. How to manage contaminated clothing should be included in the current policy, which it does not.

Adjourned at 8:30 pm McNaughton/Walsten