

Village Of Brooklyn

PO. Box 189 • 210 Commercial Street • Brooklyn, Wisconsin 53521
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

Personnel Committee

October 7, 2014

7:00 pm

Village Hall @ 210 Commercial Street

The Personnel Committee meeting was called to order at 7:12 pm. Nadine Walsten, John McNaughton and Todd Klahn were present.

The minutes of September 3, 2014 were approved and on agenda in error. October 1 minutes postponed by Klahn/McNaughton.

Walsten stated per WI Stat 19.85 (1) (b) .consideration of dismissal, demotion, discipline, or investigation of charges of a public employee she needed a motion to enter into closed session. Klahn/McNaughton so moved and approved by voice vote and closed session began at 7:06 pm. Reconvened into open session at 7:35pm. Klahn/McNaughton moved for Walsten to submit written warning to Chief Barger for being in violation of the extended time off policy to the Board for discussion on October 13, 2014. Chief Barger to be notified of pending discipline by Walsten.

Discussed procedure and time line for attorney interviews. Proposals were reviewed and Axley Brynelson; Boardman & Clark, and Kasieta Legal Group were selected out of the 5 proposals submitted. Reuter, Whitish & Evans and DeWitt Ross were rejected because the first represents the Town of Rutland and the second because DeWitt Ross is the firm being replaced. The three selected will be presented to the Board and if approved, Personnel will schedule first tier interviews.

Walsten brought up her concerns and her request that the Committee revisit the authorization to request/release of information form that is used in the prospective hiring process. This form was developed by Chief Barger and had been passed previously by the Personnel Committee and the Village Board. Her concern is that the current form allows for unrestricted information gathering which is not pertinent for the job being filled. She has spoken to the League of Municipalities attorney who feels that a wide ranging information gathering process, although understood in a background check for police officers, encourages municipalities to move into areas that can be seen as discriminatory for general hiring practices. Consensus is Walsten will draft a proposed revision.

The Blood Bourne Exposure Protocol, Chapter 7 of the Employment Manual, was discussed. The final draft needs to be resubmitted to the State Infection Control RN specialist. Walsten (former occupational health RN for area hospital and familiar with biohazard exposures to hospital workers) will ask for input from Chief Barger and Director Langer. Public Works employees are at minimal if not nonexistent risk for hepatitis B or HIV, however, bacterial infection is a high risk and hepatitis A exposure a moderate risk if in direct contact with sewage. One of the issues is the management of blood or bodily fluid exposure at the time of the incident and the State IC RN strongly

recommends that the Village contract with Concentra, a walk in occupational clinic in Madison, that understands and follows biohazardous exposure protocols, whereas local urgent care centers or ERs should but may not. (Concentra also treats and manages any work-related injury.) Klahn/McNaughton moved to approve blood borne exposure protocol pending approval for Concentra to provide biohazardous exposure management of these work-related injuries. Approved.

The Staff Approval for Off Site ongoing education (trainings, conferences, continuing education meetings, etc.) form postponed by McNaughton/Klahn.

The Non-discrimination policy is required for the federal and/or state grants which have federal dollars and the Village does not have such a policy. Green County extension submitted the non-discrimination policy language that is needed. Klahn/McNaughton approved this policy be sent to Board for approval. (Deadline was 10/1/14).

The Citizen Complaint Policy for the Police Department was briefly discussed. Currently there is no outside involvement, only Chief of Police does the investigation. Walsten pointed out that a few years ago an irate citizen come to her and complained about a village officer and the arrest of his daughter. A follow up discussion with Chief Barger reassured her that the village officer had not violated any procedure, however, some months after, Walsten was informed our local officer had been trespassing and the court had dismissed the case with criticism of the village officer. Given the current disruption in Missouri and complaints of lack of transparency by police departments, Walsten asked the Committee to consider amending our Citizen Complaint policy to include an outside representative from or by the Board, for all complaints issued against any Village officer. The current policy states that if there is complaints about the Police Chief, that complaint goes directly to the Village President, the Chief of Police direct supervisor. Klahn/McNaughton moved to postpone. Approved.

Electronic communications and electronic devices policies were postponed by Walsten/Klahn. Approved.

Time sheets, overtime and daily schedules reviewed by the committee.

Adjourned at 8:30 pm by Klahn/McNaughton.