

Brodhead Personnel Meeting March 8, 2019

Present: Fox, Vondra, Newcomer, Anderson, Withee, Chief Hughes

1--The meeting was called to order at 4:50 pm. by Chairman Fox

2-Quorum is present

3—Public Appearances. None

4-Committee Comments or Questions. None

5-Anderson moved to accept the minutes from the February meeting as they were presented, seconded by Newcomer. All aye; motion carried. Vondra noted that the minutes from the December 2018 meeting stated 2019 at the top. That should be corrected.

6-Committee Membership. Newcomer and Vondra terms are up in April. Newcomer does not wish to remain on the Committee. Vondra will think about it; she did not realize her term was up. Everyone should be thinking of a new member for the committee.

7-Determine guideline for public appearances. Will follow the Council's lead in allowing 5 minutes for both agenda and nonagenda items.

8-Update on insurance claims, review trends and rates. Vondra moved that we add the Cyber Coverage and Fraud coverage that were recommended by the insurance agent. Seconded by Anderson. All aye; motion carried.

9-Personnel Manual Review; Ethics Ordinance, Evaluation Timeline and FMLA. The Chief checked other cities' ordinances on ethics. Most were similar to ours. There was discussion on holding outside jobs, as to whom needed to give approval. Chief Hughes will work on this. Evaluation timeline-Teresa will address this at the next Department Head meeting. FMLA: there is an error in the city policy. This should be addressed. 1st two weeks are WI FMLA, can use sick time, vacation, or comp time.

10-Hiring of part time officer. Brian Raupp is interested in working part time for the Brodhead PD. Anderson moved, seconded by Newcomer to hire Brian as a part time officer. All aye; motion carried.

11-Part time officers seeking to join the WPPA Union. This has been discussed for several months. Anderson moved to not proceed with allowing part time officers to join the union at this time. Seconded by Newcomer. All aye; motion carried.

12-Request for carryover of vacation time. Teresa asked to be allowed to carry over 60 hours from 2018 to 2019. She had saved this for a possible trial regarding her father's death. Trial was not held in the time period expected. Vondra moved to allow this one time carry over; seconded by Anderson. All aye; motion carried.

13-Possible creation of an Economic Development Director or a combined position. It was suggested there should possible be a joint committee with finance to address the possibility/feasibility of hiring a development director or city administrator. Chief Hughes passed out information on this for the council's review.

14- At 5:57 p.m. Newcomer moved to go into Closed Session per WI State Statutes Sec. 19.85 (1) (d) except as provided in s. 304.06 (1) (eg) and by rule promulgated under s. 304.06 (1) (em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection and prevention. Police Chief Hughes was invited to stay. Seconded by Vondra. All aye; motion carried. Anderson moved to go back to Open Session at 6:20 pm. Seconded by Vondra. All aye; motion carried. Anderson made a motion that the finance committee should proceed to look at the cost

of rekeying city locks and installing additional cameras in city hall. Anderson, Vondra, Fox voted aye. Newcomer abstained. Motion carried.

15- Future agendas. Economic development position, FMLA, part-time city employee, evaluation time line, ethics.

16: Next meeting to be held Wed. April 3 at 5:30 pm. (Tuesday being election day.)

17. Anderson moved to adjourn at 7:12 pm. Newcomer seconded all aye; motion carried.

Gail Vondra

Committee Secretary