

Brodhead Personnel Meeting, April 3, 2019

- 1: Call to order at 5:35 pm by Chair Deb Fox.
- 2: Roll call: Present: Vondra, Anderson, Fox, Newcomer. All Present. Guests: Clerk Withee, Chief Hughes, Rich Vogel.
- 3: Public Appearances: None
- 4: Committee Comments or Concerns: None
5. Approve minutes: After review, Anderson moved to accept the minutes as presented. Seconded by Newcomer. All aye.
6. Committee Membership: Newcomer confirmed he will not be continuing. Vondra agreed to stay on the committee. Discussion on a member to replace Newcomer was held. Fox is speaking with someone who may be interested.
7. Anderson moved at 5:45 pm to go into closed session per WI State Statutes Sec 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Hiring dispatcher and part-time compost wage. Seconded by Vondra. Guests were invited to stay. All aye, motion carried. Anderson moved to return to open session at 6:04 pm. Seconded by Newcomer. All aye; motion carried. Anderson moved to recommend to the Council an increase in wage to \$10.00 an hour for the part time compost position, to be retroactive to April 1st. Seconded by Newcomer. All aye; motion carried.
8. Personnel Manual Review; Ethics Ordinance and FMLA. Chief Hughes had some handouts for us to review for our next session regarding possible wording changes to the Handbook's FMLA wording. There was some discussion on how an ethics complaint should be handled. Should there be an ethics committee? Chief will further research. A suggested ordinance change was presented, making clearer the ability of city employees to also have outside employment. It was discussed; the handbook or ordinance may need minor changes. Currently the request must be made in writing. The committee will suggest that this be renewed by application every year. All committee members were asked to review the first 11 pages of the handbook for the next meeting.
9. Resolution 2019-006 Existing Employer Update Resolution for Group Health Insurance EFT: Anderson moved that the Committee recommend to the Council to approve Resolution 2019-006 regarding participation in the ETF health program. Seconded by Newcomer. This is the group's current program, and can be removed by resolution at any time. All aye; motion carried.
- 10: Discussion on economic development director or combined position. This was discussed. Chief had a handout of a possible job description. Much more research would be needed. Could be a colaterative effort of the City, BID, and the Chamber of Commerce.
- 11: Evaluation drafts: These were received by the committee and will be reviewed for next month's meeting. . A tentative time table would be for turning in evaluations would be: to the specific

governing committee by July 31, and to the Personnel Committee by August 31, so that they can be considering when setting wages in October when the budget is started.

12: Update on part-time position for clerk's office. Very limited applications received. Withee will advertise. It was suggested she put it on the city's Facebook page.

13: Future agenda items: dispatch hiring, clerk's office part time employee; security, yearly time line of events. Closed session for employee items.

14: Date and Time of next meeting: It was agreed that future meetings would be held on the first Wednesday of the month at 4:30 pm. at the City Hall. Next meeting will be May 1st.

15: Thanks and a round of applause were given to Dan Newcomer for his time serving on the Personnel Committee. Newcomer then moved to adjourn at 7:15 pm. Seconded by Vondra. All aye.

Gail Vondra

Personnel Committee Secretary