

Brodhead Personnel Committee Meeting, May 3rd 2016

Present: Fox, Vondra, Mueller, Anderson, City Clerk Withee, Chief Hughes. Absent: Newcomer

Meeting called to order at 7:00 pm by Fox. Due to the reassignment of council members to committees, Bernstein will no longer be on the Personnel Committee. Fox, as the council rep, is now chair. Minutes of previous meeting were read. Anderson moved, Fox seconded to approve the minutes as presented. All aye, motion carried.

Public Appearances: None

Committee Comments or questions: None

Police department: Dispatcher Dawn Irwin has been offered a full time dispatch in Monroe, and her position will need to be filled. Testing will be held on May 14, 2016 for a part time dispatcher(s). The committee was invited to attend, if able, to see the process.

Vondra moved to go into closed session at 7:10 p.m. Seconded by Anderson. All aye, motion carried. The Chief and the City Clerk were invited to stay.

Motion to go into open session at 7:25 pm. Seconded by Fox. All aye; motion carried.

Anderson moved to recommend the hiring of Ellyn Popanz as part time dispatch/clerk at a rate of \$13.60 per hour. Seconded by Vondra. All aye; motion carried.

Anderson moved to recommend moving Lisa Bartelt from part-time dispatch to full time dispatch at the wage of \$15.82 per hour. The committee recommended that she start with 2 weeks vacation due to her previous employment with the City. However, in order to receive additional vacation hours, she would have to complete the years of service outlined in the Employee Handbook (7). Seconded by Vondra. All aye; motion carried.

Personnel Manual: Anderson moved that the Council adopt the revised personnel manual (as of the May 3, 2016 revision). Fox seconded. All aye; motion carried.

Police Chief Residency: Due to extenuating circumstances, Anderson moved that the chief be given an additional 6 months to obtain residency in Brodhead. Vondra seconded. All aye, motion carried.

Job Descriptions, etc: Drafts for several job descriptions were handed out to be reviewed by the council members. Fox and Chief Hughes will continue working on the remaining descriptions.

Future agenda items: Committee membership; Job Descriptions

The next regular meeting was scheduled for June 14th at 4:30 pm. Several members would be unable to attend at the regularly scheduled time.

Vondra moved to adjourn at 8:02 pm. Seconded by Anderson. All aye; motion carried.

Gail Vondra, Committee Secretary

