

Brodhead Personnel Committee February 14, 2017

Present: Fox, Vondra, Newcomer, Anderson, Clerk Withee. Guest: Chief Hughes, Rich Vogel, Eilyn Popanz, Rory Strehlow.

Chairman Fox called the meeting to order at 4:35 p.m. A quorum was determined to be present.

Newcomer moved to accept the minutes from the January meeting. Seconded by Anderson. All aye, motion carried.

Anderson moved to move item #10 to the top of the agenda (Personnel Manual Review). Seconded by Newcomer. All aye; motion carried. Rich addressed the issue of Section 3.1 of the personnel manual, recently changed by the council. If someone had a vacation day on a Monday, and then got called into snow removal the following Saturday, it appears they would not be eligible for overtime. After discussion, Vondra moved to recommend to the council that the handbook section in question be changed to read that Holiday, vacation sick days, and funeral leave shall count as hours worked when calculating overtime. Unpaid leave does not could as hours worked for overtime. Seconded by Anderson. All aye; motion carried.

Public appearances: None

Committee Comments or Questions: Chief has found a Brodhead residence. He reported on hiring. Three CSO's, 2 part-time officers and 2 part-time dispatchers will be hired. Committee minutes should be completed within a week of the meeting. Committee positions will be up in April. All members have agreed to continue.

City Hall hours: Discussion was held on changing city hall hours from 9-5 to 8-4:30 with a half hour lunch, instead of an hour lunch. Teresa will talk with the Mayor regarding this.

Job Reviews: Gail moved to postpone this to the end of the agenda. Seconded by Newcomer. All aye; motion carried.

Part-time position clerk-treasurer. Discussion was held. Teresa was directed to investigate moving sewer billing to the water and light department. Teresa is working on job description on the part-time position.

Anderson left the meeting at 5:30.

Vondra moved to go into closed session at 6:00 PM. 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: Deputy Clerk Treasurer Review. Seconded by Newcomer. Guests left. Vondra moved to go into open session at 6:30 p.m. Newcomer seconded. A recommendation on salary for this position will be made to the City Council by Fox.

Motion by Vondra, seconded by Newcomer to table Personnel job descriptions to the next meeting. All aye, motion carried.

Vondra moved to adjourn at 6:45 p.m. Second by Newcomer. All aye; motion carried.

Next meeting is scheduled for Tuesday, March 14, at 4:30 pm.
Gail Vondra, Secretary