

Brodhead Personnel Meeting

June 14, 2016

Present: Fox, Vondra, Mueller

Absent: Newcomer, Anderson

Guests: City Clerk Withee; Police Chief Hughes

The meeting was called to order at 4:55 pm. by Chairman Fox The minutes were read and amended to read that Ellyn Popanz was hired as a part time dispatcher and police station clerk. Mueller moved to accept the minutes; seconded by Fox. All aye; motion carried.

The Fair Labor Standards Act Overtime Rule effective Dec 1, 2016 was discussed. This issue will have to be addressed for several city employees before that time.

The Chief discussed several questions that had arisen when the personnel manual was discussed with the police department employees.

Police Standards of Conduct Policy: Draft was passed out to committee members. After review by the committee, the Chief would like the committee to recommend to the Council that the Policy be approved. This will be added to the next Committee agenda.

At 5:30 p.m. Vondra moved 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 employees over which the governmental body has jurisdiction or exercises responsibility RE: part time public safety telecommunicator finalists. The City Clerk and Police Chief were invited to stay. Seconded by Mueller. All aye; motion carried. Mueller moved to go into open session at 5:40 p.m. All aye; motion carried. Vondra made a motion to make a conditional offer of employment to Kendra Usher, Jamie Schrimpt and Alicia Blum pending successful completion of 3 additional steps. Seconded by Mueller; all aye, motion carried.

Committee Structure was tabled until more members could attend.

Job Descriptions was tabled.

Department heads will be contacted to be sure new Personnel Manuals have been handed out to all employees and reviewed with them.

The next meeting will be held Tuesday, July 5th at 4:30 p.m.

Motion by Mueller, seconded by Vondra, to adjourn. All aye; motion carried.

Gail Vondra

Committee Secretary

