

Brodhead Personnel Committee Meeting with Finance Committee, August 24, 2016

Present: Fox, Vondra, Mueller, Newcomer, City Clerk Withee, Chief Hughes, Members of the Finance Committee. Absent: None from Personnel

Meeting called to order at 7:01 pm by Nyman. These minutes pertain to the Personnel Committee and items that were of joint interest to the 2 committees.

Minutes of the previous two Personnel meetings were distributed. Mueller moved to approve the minutes from the June 14th meeting. Seconded by Fox. All aye, motion carried. There were no minutes from July due to a lack of quorum. Fox moved to accept the minutes of the August 3rd meeting. Seconded by Newcomer. All aye, motion carried.

Public Appearances: Chief reported that 2 part time police officers were leaving.

Committee Comments or questions: Vondra mentioned that the Personnel/Insurance committee usually reviewed the property/casualty insurance for the city in the spring. Clerk Withee reported that she reviewed it with all the department heads to be sure equipment listings, etc. were up to date.

Police Standards of Conduct Policy: Anderson moved to table review of this policy. Seconded by Vondra. All aye; motion carried.

Committee structure: The Personnel/Insurance committee will now be made up of 1 council member and 3 citizens. Since the committee currently has 4 members, Don Mueller tendered his resignation. He is still willing to help the committee with any needs in the future.

Salary Comparisons and Surveys: No action taken.

Anderson moved to adjourn to closed session at 7:47 pm per WI State Statutes Sec. 19.85 (1) (c) to consider Employee Salaries, wages and benefits: RE New overtime rule. Seconded by Fox. Anderson moved to go into open session at 8:35. Seconded by Newcomer. All aye; motion carried. No specific action was taken from closed session. Federal law regarding the overtime rule will simply be followed for the month of December (and ongoing, if necessary).

Job descriptions: Anderson moved, Vondra seconded to postpone review of job descriptions to a future meeting. All aye; motion carried.

Clerk-Treasurer Department Staffing: Anderson moved, Vondra seconded to postpone review of office staffing to a future meeting. All aye' motion carried.

Future agenda items: Job descriptions and department head contracts.

The next meeting will be Thursday, Sept 8th at 7:00 p.m. An addition meeting will be Wed. Sept 14th, as job descriptions need to be finalized.

Vondra moved to adjourn at 8:40 p.m. Seconded by Newcomer. All aye; motion carried.

Gail Vondra, Committee secretary