

Brodhead Personnel Committee Meeting, September 14, 2016

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

Meeting called to order at 7:00 pm by Fox.

Minutes of the previous Personnel meeting were distributed. Anderson moved to approve the minutes from the August 24th meeting. Seconded by Newcomer. All aye, motion carried. There were no minutes from September 8th meeting due to a lack of quorum.

Public Appearances: None.

Committee Comments or questions: None.

Police Standards of Conduct Policy: Anderson moved to recommend to council to approve Police Standards of Conduct presented by Chief Hughes. Seconded by Newcomer. All aye; motion carried.

Job descriptions: Anderson moved to recommend to council to approve of City Clerk Job Description and to postpone review of remaining job descriptions to a future meeting, Newcomer seconded. All aye; motion carried.

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

Newcomer moved to adjourn to closed session at 7:41 pm per WI State Statutes Sec. 19.85 (1) (c) to consider Employee Salaries, wages and benefits: RE New overtime rule. Seconded by Anderson. Anderson moved to go into open session at 7:52. 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).

Future agenda items: Job descriptions/Contracts/Evaluations, Clerk-Treasurer Department Staffing, and Overtime Rule.

The next meeting will be Wednesday, October 5th at 7:00 p.m.

Anderson moved to adjourn at 8:00 p.m. Seconded by Newcomer. All aye; motion carried.

Scott Anderson, Committee Member