

Brodhead Personnel Committee, August 4, 2015

Present: Vondra, Fox, Bernstein, Anderson, Mueller, Chief Hughes, City Clerk Withee, and Assistant City Clerk Popanz.

Meeting called to order at 7:00 by Bernstein. The minutes of the June and July meetings were reviewed. Motion by Anderson and seconded by Newcomer to accept the minutes of both June and July. All aye; motion carried.

Union Contract Update: Currently in fact finding mode. Fox and Mueller met with the Chief and Deputy Chief. They will be meeting with Withee on the budget regarding the PD. It was suggested the City Council meet in closed session to discuss possible wage increases. Do we know the insurance and WRS increase for 2016? This would need to be taken into consideration,

Dispatcher Hiring: Chief Hughes explained new testing procedures for new police officers hired. He didn't have exact numbers with him, but thought cost is around \$25 per test; \$150 set up fee. This is also available for dispatchers. He passed out a Selection Process Request that he would like to use in hiring part time dispatchers. Motion by Fox to allow the Chief to follow the Process. Seconded by Anderson. All aye; motion carried. Anderson moved to approve the Chief's plan for a hiring part-time officer. Fox seconded. All aye; motion carried.

Deputy Clerk Popanz announced that she would be retiring February 2nd. She currently works approx. 20 hours a week in the office. Withee and Popanz discussed their recommendation that this part-time position be replaced with a full-time position in February. They would like to see someone hired as soon as possible, so that they could be trained and ready to go in February. Amy is part time and wants to stay part time. The committee thought this was not something they could approve immediately, as it would need further research. It was suggested to be put on a future agenda.

Comp time: Clerk Withee thought that the committee's suggested way of limiting the amount of comp time that could be carried forward would make a lot of extra work for the clerk's office, as it would have to be tracked every month. She and the Chief will review and offer suggestions on this.

The next meeting will be held Wednesday August 5th at 7:00 at city hall. The Sept meeting will also be the first Wednesday of the month.

Motion by Anderson, seconded by Vondra to adjourn at 8:15. All aye; motion carried.

Gail Vondra, Committee Secretary