

Brodhead Personnel Committee, Sept 2, 2015

Present: Bernstein, Fox, Mueller, Newcomer, Anderson, Vondra. Absent: None

President Bernstein called the meeting to order at 7:03 p.m. Bernstein moved that the discussion regarding the new Municipal Judge's Clerk be moved to the top of the agenda. Seconded by Mueller. All aye; motion carried.

Anderson moved that the minutes of the August meeting be approved as presented. Seconded by Newcomer. All aye; motion carried.

Bernstein moved to adjourn to closed session per State Statutes 19.85 (1)(c) at 7:06 p.m. to discuss replacement wages of the Municipal Judge's Clerk. All aye; motion carried. Judge Searles and Clerk Popanz were invited into the meeting. Searles and Popanz left the meeting at 7:15 p.m. Fox moved to go into open session at 7:33 p.m. Searles and Popanz reentered the meeting. Fox moved to recommend to the Council that the position of Assistant Judge's Court Clerk be created for the new employee while training, and that he/she would be paid \$15 an hour while training from Sept 21, 2015 to January 31, 2016, with a cap on payroll for that time period of \$3750. Upon completion of training and review by the Personnel Committee, he/she would advance to the Judge's Clerk position, with an increase in salary up to \$18/hour. Seconded by Newcomer. All aye; motion carried. Searles and Popanz left the meeting at 7:36 p.m.

Fox moved to go into closed session at 7:37 p.m. per State Statutes 19.85 (1)(c) to discuss replacement wages of Deputy City Clerk. Clerk Withee was invited into the meeting. She left the meeting at 7:46 p.m. At 8:05 p.m. Mueller moved to go into open session. Seconded by Anderson. All aye; motion carried. Withee reentered the meeting. Mueller moved to communicate to the City Council that we recommend that the Deputy Clerk-Treasurer position remain part-time with sewer billing moving to the water and light department. If that is not approved, we recommend that the Deputy Clerk-Treasurer position be changed to a full-time position. Motion seconded by Anderson. All aye; motion carried.

Motion was made at 8:07 p.m. by Anderson, seconded by Newcomer to go into closed session per State Statutes 19.85 (1)(c) to discuss six month review of City Clerk, All aye; motion carried. Withee remained in closed session. She left at 8:10 p.m. Fox moved to go into open session at 8:12. Seconded by Anderson. Withee was invited back into the meeting. Anderson made a motion to recommend to the Council that Clerk-Treasurer Withee receive an increase in salary to \$44,000 per year per the original hiring agreement as soon as can be approved by the Council. Seconded by Fox. All aye; motion carried. The committee voiced their pleasure with Withee's outstanding performance in her first 6 months. Withee left the meeting.

Fox moved to go into closed session per State Statutes 19.95 (1)(c) to discuss a Citizen complaint regarding a city employee. Seconded by Vondra at 8:15 p.m. Fox moved to go into open session at 8:25 p.m., seconded by Anderson. Newcomer moved that the citizen's complaint be placed in the employee's file along with the opinion letter from the city attorney. Seconded by Vondra. All aye; motion carried. Bernstein has already discussed this with the employee, and Bernstein will follow up with a phone call to the Brodhead citizen.

At 8:30 p.m. Vondra moved to go into closed session per State Statutes 19.95 (1)(c) to discuss progress of Police Union Contract. Seconded by Anderson. All aye; motion carried. Anderson moved to return to open session at 8:43 p.m. No action was taken.

Chief Hughes entered the meeting at 8:44 p.m. He discussed the selection progress for hiring a part-time dispatcher and part-time officer. Handouts regarding selection progress and the testing system that will be used were given to Committee members. Chief Hughes left at 8:50.

Foxed moved to adjourn at 8:51 p.m. Seconded by Anderson. All aye; motion carried.

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

Gail Vondra, Committee secretary