

Brodhead Personnel Committee, November 10, 2015

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

President Bernstein called the meeting to order at 7:07 p.m. Mueller moved that the minutes of the October meeting be approved as presented. Seconded by Anderson. All aye; motion carried.

Public Concerns: none presented.

At 7:10 p.m. Anderson moved to convene to closed session per State Statues 19.85 (1)(c) pursuant to employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction responsibility: part time Public Safety Telecommunicator Candidates, Part-time police officer(s), Deputy clerk applications; clerk/treasurer wage; as well as 19.85(1)(e) deliberating or negotiating specific public business, whenever competitive or bargaining reasons require a closed session. Discuss City Proposal to Police Union Contract. All aye; motion carried.

At 8:22 Fox moved to convene in open session. Seconded by Anderson. All aye, motion carried.

After reviewing the audit/finance committee's review of the Clerk's first 6 months, Fox 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 Anderson. All aye; motion carried.

One dispatcher has been hired, and a second dispatch hire is in process.

Anderson moved to approve the top 3 candidates for part-time police officer dependent on passing the conditional offer requirements. Mueller seconded. All aye; motion carried.

Deputy Clerk applicant's resumes had been reviewed in while in closed session. It was decided a special meeting will be held Monday, November 16<sup>th</sup>, and final recommendations for interviews will be made at that time.

Police Chief Hughes presented the Police Department Budget, including budget recommendations for the next 5 years. No action taken.

Carryover of 2015 Holiday and vacation time for dispatchers and deputy chief: Chief Hughes asked if unused holiday and vacation pay for 2 full time dispatchers and the assistant chief could be carried over from 2015 to 2016, as a one-time exception. This is due to the turnover in dispatchers, and the switchover to interim chief, and then to the new chief. Fox moved that this be tabled to the December meeting. Seconded by Vondra. All aye; motion carried.

Community Service Officers: The two Community Service Officers will be completing their formal training in November, and will no longer be eligible to be a CSO. Fox moved to recommend to the council to approve hiring community services officers to replace the 2 that will be leaving. Vondra seconded. All aye; motion carried.

Personnel manual: The committee briefly discussed the recommendations for comp time off/flex time, the addition of employee status information, and Personnel objectives. These will be looked at in more detail at the December meeting,

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A special meeting will be held Monday, November 16 at 4:30 to discuss deputy clerk applications and a police contract update. The next regular meeting will be December 1 at 7:00 pm.

Future possible agenda items: speak with city employees by department; comp time, deputy clerk, budget, and union contract.

Anderson moved to adjourn at 9:13 p.m. Seconded by Vondra All aye; motion carried.

Gail Vondra, Committee Secretary