

Brodhead Personnel Committee, December 1, 2015

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

Bernstein called the meeting to order at 7:00 p.m. Minutes from the regular November meeting were read and approved.

Fox moved, seconded by Anderson to move police items up on the agenda. All aye, motion carried.

Anderson made a motion to convene to closed session pursuant to SS 19185(1) (c) Wis. Stats: Considering employment compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility; Deputy Clerk Treasurer; Building Inspector; as well as, 119.85 (1) (e) Deliberating or negotiating the purchase of properties, the investing or public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Police Union Contract. Seconded by Vondra at 7:04. All aye; motion carried. The Chief and Clerk left the meeting. Police Rep Bartels was invited to stay.

At 7:15 Anderson made a motion to move back to open session. Seconded by Mueller. All aye, motion carried. The City Clerk and Police Chief were invited back into the meeting.

Fox moved that the tentative police union agreement be presented to the council, as presented in closed session. Mueller seconded. All aye; motion carried.

The open Deputy Clerk-Treasurer position has been offered to Keri Miller. Vondra will let the other interviewed candidates know that the position has been filled.

There will be a meeting this Thursday at 9:00 am to discuss the building inspector position. Interested committee members are invited to attend.

Comp time: Anderson moved to change the language in the personnel manual revision to allow 60 hours of comp time to be carried over to a following year, instead of the previously suggested 24 hours. Seconded by Mueller. All aye; motion carried.

Fox moved to approve the Chief to extend conditional offers of employment to 3 prospective community service officers. Anderson seconded. All aye; motion carried.

Discussion was held on the carryover of vacation time to a following year(s). Anderson moved that all employees be allowed to carry over remaining vacation days at the end of the 2015 year to 2016, with the understanding that they must be used by December 31, 2016, or the employee would lose these unused vacation days. Seconded by Fox. All aye; motion carried. Clerk Withee will be sure all employees know exactly how many vacation days they have remaining.

Anderson moved that the Personnel Manual be amended with the addition of Section 1.5 Personnel Objectives and Administration, the addition of Section 1.8 Employee Status, and the change in wording of Sec 4.4 Retirement, with minor corrections made to the document presented to the committee. I Seconded by Mueller. All aye; motion carried. It was also recommended that bereavement be

corrected/changed to 3 days off for stepchildren, and that there will be one paid day off, with the employee option of taking 2 additional unpaid days, for the death of a grandparent.

Fox made a motion that the City extend the residency requirement for the police chief an additional six months. Seconded by Anderson. All aye; motion carried.

The next scheduled meeting will be January 5th 2016 at 7:00 p.m.

Vondra moved to adjourn at 9:05 p.m.; seconded by Fox. All aye; motion carried.

Gail Vondra, Committee Secretary