

**POLICE COMMISSION MEETING  
WEDNESDAY, MARCH 26, 2014  
5:45 PM, ROOM 201**



**PLEASE TAKE NOTICE** that a meeting of the Brown Deer Police Commission will be held on **Wednesday, March 26, 2014 at 5:45 p.m.** at the Village of Brown Deer, Police Department, 4800 West Green Brook Drive, Brown Deer, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon.

- I Roll Call
- II Consideration of Minutes: March 11, 2014 Meeting
- III Persons Desiring to be Heard
- IV Recess into closed session pursuant to §19.85 Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Review hiring procedures for the Chief of Police position.
- V Reconvene into Open Session for Possible Decision on Closed Session Discussions
- VI Adjournment

Dated: March 20, 2014

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Jill Kenda-Lubetski, Village Clerk

- **PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.**

**MARCH 11, 2014**

**MINUTES OF THE MEETING OF THE BROWN DEER POLICE COMMISSION  
HELD AT THE BROWN DEER POLICE DEPARTMENT  
4800 WEST GREEN BROOK DRIVE  
BROWN DEER, WI 53223**

The meeting was called to order by Commission President Jim Jiracek at 5:32 p.m.

**I. ROLL CALL**

Present: Police Commissioners Willie Allen, Jim Jiracek, Mary Kust, Dennis Lowder, Roy Williams

Also Present: Michael Hall, Village Manager; Nancy Hoppe, Executive Secretary to Chief of Police

**II. CONSIDERATION OF MINUTES**

*It was moved by Commissioner Lowder, and seconded by Commissioner Williams to approve the February 18, 2014 and February 25, 2014 combined meeting minutes. The motion passed unanimously.*

**III. PERSONS DESIRING TO BE HEARD**

There were no persons desiring to be heard.

**IV. DISCUSSION OF POTENTIAL SEARCH FIRMS TO ASSIST IN THE HIRING PROCESS FOR THE CHIEF OF POLICE FOR THE VILLAGE OF BROWN DEER**

Commissioner Jiracek stated he wants to be clear on the scope for the search to include local and statewide candidates and asked the other commissioners for their opinions. Commissioner Kust emphasized she would like to favor local and statewide and not out of state at this time. Commissioner Allen opined that a statewide search would be a broad enough spectrum. Commissioner Williams was also in favor of staying within the state. Commissioner Lowder opined getting someone from a suburban background would behoove the organization; however if a candidate from out of state would be outstanding he would not oppose it. Mr. Hall stated it did not cost any more to search outside of the state.

Mr. Hall reported he requested three proposals and two were received. He further stated that the two firms that did file were Springsted Incorporated of Milwaukee and GovHR USA (Voorhees Associates) of Northbrook, Illinois. Commissioner Lowder inquired if any persons from within the department would be involved in an interview/assessment process (as an assessor) and Mr. Hall stated no persons from within the department would be involved but possibly some persons from the North Shore or surrounding areas would participate.

Mr. Hall requested that the Brown Deer Police Commission review the submitted proposals and make a choice to forward to the Village Board and to set a budget for the process.

Commissioner Williams stated he would approve GovHR. Commissioner Allen stated that as the two were reviewed GovHR did include the option of a peer assessment in the proposal. Commissioner Lowder stated Springsted was not clear on the option of costs to be included for a peer assessment. Commissioner Williams stated the proposal from Springsted was not presented well and GovHR did provide a better overall statement of their process and fees. Commissioner Lowder stated that at this point he would also back GovHR but he did feel some ambiguities were involved. Mr. Hall stated what the Village would be utilizing is a search firm and the Police Commission would be able to advise the firm what it is they were looking for. Commissioner Kust stated she would like to utilize Springsted but after further review she could consider GovHR.

Mr. Hall stated GovHR appeared to be less expensive but for total price as GovHR is \$16,900 and an assessment center would be an additional \$5000 plus \$500 per assessor and that Springsted's proposal did not include pricing for a peer assessment. Mr. Hall further stated he would like to include \$8,000 for possible moving expenses and \$1,000 for possible travel expenses. Mr. Hall asked the Police Commission to consider that the total cost to be approved by them and requested to the Village Board be \$35,000.

Commissioner Jiracek stated no "skyping" in the early stages of the process would be allowed and it would be considered on a case-by-case basis if needed in the latter stages. He further stated that (at least) six candidates would be in the candidate pool prior to the final stages as well.

#### **V. POSSIBLE ACTION ON THE HIRING OF A SEARCH FIRM**

*It was moved by Commissioner Williams, and seconded by Commissioner Kust to recommend to the Village Board that \$35,000 be approved for the entire recruitment budget for the position of Chief of Police for the Village of Brown Deer. The motion passed unanimously.*

*It was moved by Commissioner Lowder, and seconded by Commissioner Allen to recommend approval of the hiring of the search firm GovHR USA (Voorhees Associates) to the Village Board for the purpose of recommending candidates for the position of Chief of Police for the Village of Brown Deer. The motion passed unanimously.*

Further discussion took place to set up a meeting where representatives of GovHR would be able to further describe their recruitment process. The dates requested were March 18<sup>th</sup> or March 26<sup>th</sup> at 5:45 p.m. (in that preference).

#### **VI. RECESS INTO CLOSED SESSION**

Recess into closed session pursuant to §19.85 Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (If necessary).

*It was the consensus of the commission that a closed session was not required.*

#### **VII. RECONVENE INTO OPEN SESSION**

*As no closed session was convened, this is a moot point.*

**V. ADJOURNMENT**

*It was moved by Commissioner Kust, and seconded by Commissioner Allen to adjourn. The motion carried unanimously at 6:34 p.m.*

*Jim Jiracek, nh*

Jim Jiracek, President

Brown Deer Police Commission