

PERSONNEL COMMITTEE MEETING

Monday, March 5, 2012

Village Hall, Room 101, 5:00 P.M.



PLEASE TAKE NOTICE that a meeting of the Personnel Committee will be held at the Village Hall, 4800 West Green Brook Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Approval of Minutes: February 13, 2012 Meeting
- IV. Report of Staff/Committee Members
- V. New Business
 - A) Village Wellness Program
- VI. Recess into Closed Session Pursuant to §19.85(1)(c) Wisconsin Statutes for the Following Reasons:
 - (c) To consider, employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations
 - A) Schedule Next Meeting
- VIII. Adjournment

A handwritten signature in black ink that reads "Russell Van Gompel".

Russell Van Gompel, Village Manager
March 1, 2012

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

**BROWN DEER PERSONNEL COMMITTEE
FEBRUARY 13, 2012 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Chairperson Baker at 5:00 P.M.

I. Roll Call

Present: Trustees: Baker, Springman; Don Druckrey

Also Present: Russell Van Gompel, Village Manager; Matthew Janecke, Assistant Village Manager

II. Persons Desiring to be Heard

None.

III. Approval of Minutes: January 23, 2012 Meeting

It was moved by Don Druckrey and seconded by Trustee Springman to approve the minutes of the January 23, 2012 Personnel Committee meeting. The motion carried unanimously.

IV. Report of Staff/Committee Members

The Village Manager reported on the status of various open positions and/or vacancies within the organization.

V. New Business

A) Replace Park and Recreation Department Administrative Assistant

The Village Manager reviewed the revised position description for the Park and Recreation Department Administrative Assistant, noting that only minor changes were made to match the current responsibilities and duties. Since the Administrative and Organizational Plan is not impacted and the position funded on a full-time basis is not impacted, the Village Manger has authority to fill the position. The position description was presented to the Committee for information.

It was moved by Trustee Springman and seconded by Don Druckrey to accept the revisions to the position description and support the Village Manager in the advertisement and recruitment to fill the position. The motion carried unanimously.

VI. Recess into Closed Session Pursuant to §19.85 (1)(c) Wisconsin Statutes for the Following Reasons:

- (c) To consider, employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

It was moved by Trustee Springman and seconded by Don Druckrey to enter into closed session for the reason stated on the agenda at 5:15 p.m. The motion carried unanimously.

VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the closed session and re-enter into the regular order of business at 6:40 p.m. The motion carried unanimously.

A) Recommend 2012 Non-Represented Salary Plan

It was moved by Don Druckrey and seconded by Trustee Springman to recommend that the Village Board adopt the proposed 2012 Salary Schedule for Non-Represented Employees as presented. The motion carried unanimously.

B) 2012 Wage Adjustments

It was moved by Trustee Springman and seconded by Trustee Baker to recommend that the Village Board allocate \$90,000 for salary adjustments and follow the Village Manager's plan to provide an across the board adjustment of 1.5% as presented to the Personnel Committee. The motion carried unanimously.

C) Employment Wellness Program

No formal action was taken on the Employee Wellness Program; however, the Committee encouraged staff to present the Program to the Village Board.

D) Scheduling Next Meeting Date

The next Personnel Committee will be held on March 5, 2012 at 5:00 p.m.

VIII. Adjournment

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the meeting at 6:45 p.m. The motion carried unanimously.



Russell Van Gompel, Village Manager



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION:	Personnel Committee
ITEM DESCRIPTION:	Wellness Subsidy Program
PREPARED BY:	Matt Janecke, Assistant Village Manager
REPORT DATE:	February 29, 2012
VILLAGE MANAGER'S REVIEW/COMMENTS:	<input type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.
EXPLANATION:	<p>I would like to discuss with the Committee if there is support to establishing a Wellness Subsidy Program regardless of the membership. At the Village board meeting two issues were brought up that I would like to address. The first is whether or not the potential program should be limited to membership facilities located within the Village, and the other was who should be allowed to participate in the program. Staff has explored the issues more and would like to present the solutions at the meeting.</p> <p>Please contact Matt Janecke with any questions or comments at 371-3052.</p>