

## PERSONNEL COMMITTEE MEETING

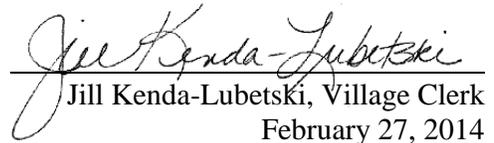
Tuesday, March 4, 2014

Village Hall, Room B13, 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: January 6, 2014 – Regular Meeting
- IV. Report of Staff/Committee Members
- V. Unfinished Business
- VI. New Business
- VII. 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.
    - Performance Evaluation of Village Manager
- VIII. Reconvene into Open Session for Possible Action on Closed Session Deliberations
- IX. Scheduling Next Meeting Date
- X. Adjournment

  
Jill Kenda-Lubetski, Village Clerk  
February 27, 2014

**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  
JANUARY 6, 2014 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Chairperson Baker at 5:0 P.M.

**I. Roll Call**

Present: Trustees: Baker, Springman; Don Druckrey

Also Present: Michael Hall, Village Manager; Matt Janecke, Assistant Village Manager

**II. Persons Desiring to be Heard**

None.

**III. Approval of Minutes: July 30, 2013 - Regular Meeting**

*It was moved by Mr. Druckrey and seconded by Trustee Baker to approve the minutes of the July 30, 2013 Personnel Committee meeting. The motion carried unanimously.*

**IV. Report of Staff**

Mr. Hall reported on the hiring of Fernando Moreno as the Zoning and Planning Specialist to oversee foreclosures within the Village and to help with plan review.

**V. New Business**

a) Update on Employee Manual Change

Mr. Hall reported he would like to change how vacations time is defined in the Personnel Manual. Currently the manual states, those holidays are not considered time worked and in order to recognize employees for coming to work as part of their "on call" rotation, he would like to change holidays as time worked. The change will not be detrimental to the budget and only applies to the Public Works and Water Departments. The committee agreed with the change.

*It was moved by Mr. Druckrey and seconded by Trustee Baker to change the definition of holiday time to hours worked. The motion carried unanimously.*

**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.

- Performance Evaluation of Village Manager
- Employee Issue

*It was moved by Mr. Druckrey and seconded by Trustee Baker to enter into closed session for the reason stated on the agenda at 5:17 p.m. The motion carried unanimously.*

*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 6:15 p.m. The motion carried unanimously.*

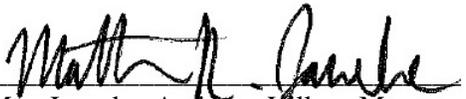
**VI. Reconvene into Open Session for Possible Action on Closed Session Deliberations**

**VII. Schedule Next Meeting Date**

Mr. Druckrey stated he will not be available on Wednesdays, but that any other day he is available.

**VIII. Adjournment**

*It was moved by Trustee Baker and seconded by Trustee Springman to adjourn the meeting at 6:19 p.m. The motion carried unanimously.*



Matt Janecke, Assistant Village Manager