

PERSONNEL COMMITTEE MEETING
Monday, January 6, 2014
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: July 30, 2013 – Regular Meeting
- IV. Report of Staff/Committee Members
- V. New Business
 - a) Update on Employee Manual Change
- 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.
 - Performance Evaluation of Village Manager
 - Employee Issue
- VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations
- VIII. Scheduling Next Meeting Date
- IX. Adjournment

Jill Kenda-Lubetski, Village Clerk
January 3, 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
JULY 30, 2013 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Chairperson Baker at 5:10 P.M.

I. Roll Call

Present: Trustees: Baker, Springman; Don Druckrey

Also Present: Michael Hall, Village Manager; Matt Janecke, Assistant Village Manager; Matthew Maederer, Director of Public Works

II. Persons Desiring to be Heard

None.

III. Approval of Minutes: March 18, 2013 - Regular Meeting

It was moved by Trustee Springman and seconded by Don Druckrey to approve the minutes of the March 18, 2013 Personnel Committee meeting. The motion carried unanimously.

IV. Report of Staff/Committee Members

No report.

V. New Business

None.

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 5:25 p.m. The motion carried unanimously.

A) Compensation for Non-Represented Employees

The Village Manager explained that Village employees currently receive a cost of living adjustment; however, he would like to propose a change to increase the non-represented employees' salaries to be consistent with similar/same positions. He will bring this back once he has more information to present.

This item was tabled.

B) Creation/Promotion of New Position

The Village Manager reviewed the position description for the Operations Superintendent, noting that a current employee in the Public Works Department is already performing the duties of the position. He would like to recognize the employee by making the position permanent and providing a three dollar an hour raise in pay.

It was moved by Don Druckrey and seconded by Trustee Springman to recommend that the Village Board promote Dan Bishop to the position of Operations Superintendent, with a three dollar an hour raise in pay as presented to the Personnel Committee. The motion carried unanimously.

The Village Manager reviewed the new position of Deputy Clerk/Treasurer and noted that this position would take the place of the Deputy Treasurer/Comptroller and help out both the Administrative Services Department and Manager's Office. A primary function of the position would be to serve as Payroll Coordinator.

It was moved by Trustee Springman and seconded by Don Druckrey to recommend that the Village Board approve the creation of the position of Deputy Clerk/Treasurer, replacing the position of Deputy Treasurer/Comptroller. The motion carried unanimously.

C) Employee Evaluations

The Village Manager presented a new Employee Evaluation that he feels better represents employees' work performance. Mr. Druckrey commented that he would like to see both the employee and supervisor fill out an evaluation form for a side-by-side comparison of the employee's performance. He sees this as the best way to further the employee's professional growth. It was the consensus of the committee to use the Employee Evaluation presented by the Village Manager.

D) Personnel Manual - Changes

The Village Manager announced that he would like to change the probationary period for new employees from 18 months to six months. He believes this may have been instituted to mimic union requirements and since the implementation of Act 10, most unions have dissolved from municipal operations. The committee agreed that six months is adequate time to judge an employee's job performance.

It was moved by Don Druckrey and seconded by Trustee Springman to recommend that the Village Board approve changing the probationary period for new hires not in a union from 18 months to six months. The motion carried unanimously.

The Village Manager introduced the idea of reinstating vacation pay for part-time employees who are normally scheduled to work on the day of a holiday. This change was made when the Personnel Manual was last revised in 2011. Monies have also been budgeted for this since the revision. To be fair to part-time employees, the Village Manager would like to reinstate holiday pay for part-time employees. Even though holiday pay is still being budgeted for, the committee would like to see the total cost of the revision before making a decision and recommendation to the Village Board.

This item was tabled for more information regarding holiday pay costs until next meeting.

E) Schedule Next Meeting Date

Mr. Janecke stated that he would send out an email to arrange the next meeting.

VIII. Adjournment

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the meeting at 6:36 p.m. The motion carried unanimously.


Matt Janecke, Assistant Village Manager