

PERSONNEL COMMITTEE MEETING

Tuesday, August 14, 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: May 15, 2012 Meeting
- IV. Report of Staff/Committee Members
- V. New Business
- 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) Village Manager Recruitment Process
 - B) Schedule Next Meeting
- VIII. Adjournment

A handwritten signature in cursive script that reads "Russell Van Gompel".

Russell Van Gompel, Village Manager

August 9, 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
MAY 15, 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

II. Persons Desiring to be Heard

None.

III. Approval of Minutes: May 1, 2012 Meeting

The minutes for May 1 were not available.

IV. Report of Staff/Committee Members

The Village Manager reported he extended an offer of employment to fill the Park and Recreation Supervisor position. The candidate accepted the offer and is in the process of completing the pre-employment physical screening. He noted that two vacancies exist in the Police Department with the Department attempting to fill one position and the remaining position still on hold. He discussed with the committee the status of the voluntary credentialing program with ICMA.

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 Baker and seconded by Trustee Springman to enter into closed session for the reason stated on the agenda at 5:05 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 6:30 p.m. The motion carried unanimously.

A) Scheduling Next Meeting Date

The next Personnel Committee will be held at the call of the Chair.

VIII. Adjournment

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the meeting at 6:31 p.m. The motion carried unanimously.


Russell Van Gompel, Village Manager



REQUEST FOR CONSIDERATION

COMMITTEE:	Personnel Committee
ITEM DESCRIPTION:	Village Manager Recruitment Process
PREPARED BY:	Russell Van Gompel, Village Manager
REPORT DATE:	August 9, 2012
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 the process to use to select the next Village Manager. It is my recommendation that the Personnel Committee recommend to the Village Board that the Village engage in the services of an outside consultant to assist with the process.</p> <p>If interested, I would recommend that the Personnel Committee consider soliciting proposals from the following firms to assist with the recruitment, interview and selection process: Public Administrative Associates, Voorhees Associates, RW Management Group, and Springsted. I have attached a brief overview of these four firms. While I do not have firm proposals from these firms, I would expect that the cost for this process would be between \$10,000 and \$20,000.</p> <p>I also included a copy of the current job description for the Village Manager in case the committee would like to review the position as well.</p>

[Home](#)[About Us](#)[Services](#)[Employment
Opportunities](#)[Executive
Recruitment
Clients](#)[Municipal
Studies
& Workshops](#)[Contact Us](#)

Public Administration Associates, LLC experienced consultants are available to assist your municipality or organization by providing a variety of services including:

- » **Executive Recruitment** - assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads. See [Executive Recruitment Clients](#)
- » **Organization and Management Studies** - analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety. See [Municipal Studies & Workshops](#)
- » **Classification and Compensation Studies** - analyzing and developing of classification and compensation plans using internal and external equity standards. [Municipal Studies & Workshops](#)
- » **Strategic Planning** - conducting strategic planning, visioning, goal-setting workshops and council/board effectiveness training. See [Municipal Studies & Workshops](#)
- » **Interim Administrator Services** - providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time
- » **Comprehensive Planning & Implementation Services** -performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.
- » **Economic Development Services** - assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.

Public Administration Associates, LLC

P. O. Box 282

Oshkosh, WI 54903

e-mail info@public-administration.com

phone 920-235-0279

www.public-administration.com



www.VoorheesAssociates.com
Call us today! 847-580-4246

[HOME](#)

[OUR ASSOCIATES](#)

[SERVICES](#)

[OUR CLIENTS](#)

[CURRENT POSITIONS](#)

[CONTACT US](#)

"Far and away the best prize that life offers is the chance to work hard at work worth doing"
...Theodore Roosevelt

Voorhees Associates LLC
500 Lake Cook Road, Suite 350
Deerfield, IL 60015

Info@VAresume.com
Ph: 847-580-4246
Fax: 866-401-3100

Need Assistance?

Fill out our Contact Form and a Representative will contact you shortly.

Signup for Job Announcements

Complete our Job Announcement Signup Form and we will email you new job information as it becomes available.

Looking for an Interim or Temporary Assignment, or Outsourced Placements?

Visit our sister company GovTempsUSA, LLC for more information.
www.govtempusa.com

Welcome to Voorhees Associates LLC

Voorhees Associates LLC offers a tailored, personal approach to executive recruitment and management consulting. Our consultants have worked with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, which gives us an understanding of the complexities and challenges facing today's public sector leaders.

Voorhees consultants, located around the country, are available to work with you anywhere, any time. We currently have representatives in:

- Arizona
- Delaware
- Illinois
- Michigan
- Wisconsin

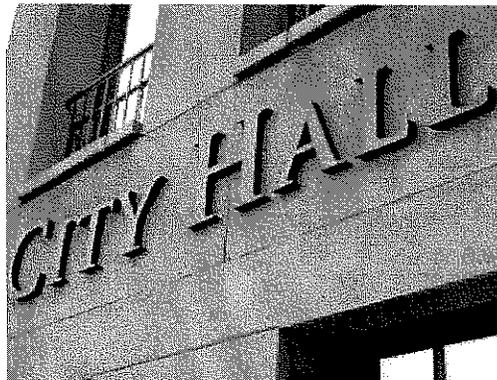
Contact Us today for more information.
[Click Here](#) to fill out our Contact Form.

Why Use a Search Firm?

Top Ten Tips:

- Interview Tips
- Developing a Resume

Follow us on Facebook, Twitter, & LinkedIn:



News

Follow us on LinkedIn, Facebook, and Twitter. Click the link at the bottom of our Home page.

Current Recruitments:

[Click here to APPLY NOW!](#)

- Burlington, WI - Director of Public Works
- CAREDF, AZ - Executive Director
- Cherry Hill, NJ - Fire Chief
- Clarendon Hills, IL - Community Development Director
- Evanston, IL - Engineering Division Manager
- Franklin Park, IL - Director of Planning & Development
- Governmental Accounting Standards Board - Project Manager
- Highland Park, IL - Director of Finance
- Kenilworth, IL - Village Manager
- Lake Forest, IL - Police Chief
- Waukesha, WI - City Administrator
- Whitewater, WI - City Manager

Current Studies:

- Baraboo, WI - Compensation & Classification Study
- Brookfield, WI - Compensation & Classification Study
- Burlington, WI - Strategic Planning Workshop
- East Point, GA - Performance Management Audit
- McHenry Co., IL - Workload Analysis/Job Description Development
- Morton, IL - Compensation & Classification Study
- Northbrook Park District, IL - Job Descriptions & Workload Analysis
- Racine Head Start Program, WI - Strategic Planning
- West Bend, WI - Eval. of Administrative Structure & Function

Our Associates Services Our Clients Current Positions Contact Us
Copyright © 2012 Voorhees Associates LLC. All rights reserved.

RW Management Group, Inc.

[Home](#) [About Us](#) [Services](#) [News](#) [Clients](#) [Contact](#)

- [Organizational Studies](#)
- [Department Operation Reviews](#)
- [Public Safety Equipment Analysis](#)
- [Emergency Response Plans](#)
- [Accreditation Management](#)
- [Consolidation/Shared Services Studies](#)
- [Municipal Labor Relations](#)
- [Municipal Recruitments](#)
- [Policy & Procedure Analysis](#)
- [Emergency Operation Center Analysis](#)
- [Risk Analysis](#)
- [Space and Building Design Services](#)
- [Interim Management](#)
- [Planning for New Municipal Buildings](#)
- [Join Our Interim Management Team](#)
- [NIMS Compliance](#)

Municipal Recruitments

The RW consulting teams are all former city administrators, police chiefs, fire chiefs, EMS directors, and public works experts. As such we understand the needs and complexities of municipal management. Our vast network of contacts throughout the country allows us to bring municipalities the best candidates before them in a recruitment process. We carefully match municipal needs with candidate experience, skills and expertise. Furthermore, our recruiters are well versed in personnel laws and allowable hiring practices to insure that our clients do not become involved in unnecessary legal tangles. Contact RW Management Group, Inc. for all of your municipal recruitment needs.

[Home](#) [Contact](#) [Sitemap](#) [Privacy Policy](#) [Terms and Conditions](#)

Copyright © 2008-2012 RW Management Group, Inc. All rights reserved.
[Virtualtech Web Site Design and Promotion, Inc.](#)



[LOG IN](#) [SEARCH](#) [NEWS & EVENTS](#)

[Home](#) [Services](#) [Corporate Info](#) [Contact Us](#) [Frequently Used Resources](#)



[Public Finance »](#)

[Housing & Economic Development »](#)

[Investment Services »](#)

[Operational Finance »](#)

[Organizational Management / Human Resources »](#)

...or focus my search on

[Local Government »](#)

[Public Education »](#)

[Utilities & Special Districts »](#)

[State & State Agencies »](#)

[Higher Education / Student Loan »](#)

[Non-Profits »](#)

[Public Power »](#)

Organization Management and Human Resources

Springsted Incorporated has been providing organizational management and human resources assistance for more than a quarter century. Our services and staff expertise continually evolve in response to the dynamic changes taking place in local government.

Public sector employers are under a great deal of pressure to deliver high quality services in a fiscally constrained environment. Now, more than ever, local officials look for professional help and guidance as they find the challenges they face to be more complex. We have direct experience in managing, leading and assisting local communities at all levels and take pride in providing officials with creative, practical and cost-effective solutions to those challenges.

We have created an extensive practice, providing common sense ideas and solutions, as well as specialized skill with in-depth study and analysis on a variety of topics. Each is customized to suit individual organizational needs. Springsted's consulting services assist and advise local governments and public agencies on critical and important issues. We are client-focused, adaptable and structured to meet and exceed anticipated needs and outcomes.

Planning & Strategy

[Community Surveys](#)

[Executive Search](#)

[Facilitation](#)

[Organizational Improvement Studies](#)

[Resource Sharing Through Intergovernmental Cooperation](#)

[Strategic Planning](#)

Managing & Performance

[Compensation and Benefit Systems](#)

[Performance Evaluation Studies](#)

[Personnel Policies](#)

[Position Classification and Evaluation Studies](#)

[Home](#) | [Services](#) | [Corporate Info](#) | [Contact Us](#)
[Bond Sale Calendar](#) | [Bond Sale Results](#) | [The Markets](#) | [Client Center](#) | [Active Executive Searches](#) | [Publications](#)
[Log In](#) | [Legal](#) | [Site Map](#)

© 2010 Springsted Incorporated. All rights reserved.

Village of Brown Deer
POSITION DESCRIPTION

TITLE: Village Manager/Clerk

DEPARTMENT: Village Manager's Office

SUPERVISED BY: Village Board

POSITION SUMMARY:

The Village Manager is the chief administrative officer of the Village responsible for the proper administration of the business and affairs of the Village, with powers and duties as set forth in the Village Code.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Preparation of agendas and background information for meetings of the Village Board and its various Committees, Boards and Commissions.
2. Preparation of policy alternatives and recommendations for matters addressed by the Village Board.
3. Provision of general direction and administrative support to the Village's management staff.
4. Selection, supervision and evaluation of the Village's management staff, with the assistance of appropriate appointed Boards and Commissions, when required.
5. Preparation of minutes and retention of all records pertaining to official proceedings of the Board and its Committees.
6. Preparation and submission of the annual operating and capital budget.
7. Administration of Village personnel policies and employment practices; administration of applicable collective bargaining agreements covering Village employees.
8. Representation of the Village in regional and state organizations.
9. Administration of all purchases and contracts authorized by the Village Board in the Annual Budget.
10. Performs other duties as circumstances may require and as the Village Board may direct, from time to time.

EDUCATION, EXPERIENCE AND TRAINING:

1. Bachelor's degree required; Master's degree preferred in Public Administration, Business Administration or related field.
2. At least five years professional experience in municipal government, preferably as a manager or an assistant.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Clear understanding of the Council-Manager form of government and of the role of the Manager under that form.
2. Knowledge of municipal budgeting practices and techniques for both presentation and control.
3. Working knowledge of municipal labor relations, especially with regard to the legal environment imposed by the Wisconsin Statutes.
4. Understanding of the role that zoning administration and planning play in the orderly development of municipalities.
5. Knowledge of municipal law, especially in the areas of liability, exposure, budgeting, powers of the Village Board and due process.
6. Well developed communication skills, both verbal and written.
7. Maturity of judgement.
8. Ability to motivate the Village's management staff and to evaluate both group and individual performance.
9. Ability to manage time well; must be highly organized and exhibit keen administrative and management skills, especially in the areas of planning delegation.

NON-DISCRIMINATION:

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.