

KRONENWETTER PERSONNEL COMMITTEE
January 20, 2009 6 pm

Meeting Minutes

1. Call Meeting to Order

Judi Akey called the Personnel Committee meeting to order at 6:05 pm

2. Roll Call

Members present: Justeen Mallo-Vollrath, Judi Akey, Dan Lesniak, Larry Kober,
Rick Grundman

Also present: Mark Pertile, Village Trustee

3. Approval of minutes of January 5, 2009 meeting

Motion by Justeen Mallo-Vollrath
Motion seconded by Larry Kober
All in favor of motion by voice vote
Motion approved

4. Announcement of possible closed session

Chairperson announced that committee will consider to convene to closed session.

5. Consideration of Motion to convene into Closed session pursuant to Wisconsin Statutes § 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Treasurer/Finance Specialist.

Motion by Justeen Mallo-Vollrath
Motion seconded by Dan Lesniak
Roll Call Vote: Dan Lesnisk=yes, Justeen Mallo-Vollrath=yes, Larry Kober=yes, Rick
Grundman=yes, Judi Akey=yes
Motion approved

Asked Board member, Mark Pertile, into closed session

Convened to closed session at 6:10 pm

6. Motion to reconvene into open session.

Motion by Larry Kober
Motion seconded by Justeen Mallo-Vollrath

Roll Call Vote: Dan Lesnisk-yes, Justeen Mallo-Vollrath-yes, Larry Kober-yes, Rick Grundman-yes, Judi Akey-yes

Motion approved

Reconvened to open session at 6:30 pm

7. Discussion and possible development of recommendation to Village Board regarding employment of Village Treasurer/Finance Specialist.

No formal recommendation; will have Village Board make decision

8. Discussion regarding Village collective bargaining procedures

Dan Lesniak and Larry Kober will work on developing some ground rules and timetable; will report back to Personnel Committee

9. Discussion and possible development of recommendations regarding Administrator recruitment and hiring process including interview techniques, candidate assessment and contract issues

- A. Justeen Mallo-Vollrath will look into various techniques, etc.
- B. Reviewed resume' worksheet for interviews
- C. Addressed timeline for whole process of obtaining a Village Administrator
- D. Judi Akey created a contract issue form; discussed how it will work

Motion made by Rick Grundman that Personnel Committee strongly recommends that Village Board set goals and objectives for Village Administrator prior to hiring for Village Administrator position.

Motion seconded by Justeen Mallo-Vollrath

All in favor of motion by voice vote

Motion approved unanimously

Motion made by Judi Akey that Personnel Committee recommends to Village Board that there be no involvement from Village staff regarding recruitment and hiring of Village Administrator.

Motion seconded by Larry Kober

Voice vote: 4-yes, 1-no (Dan Lesniak)

Motion passed

10. Review and discussion of Employee Handbook

Found various areas that need changes/corrections; did not finish review

11. Report and discussion regarding outstanding Personnel projects including prioritization

Chairperson indicated that the Village Board has asked the Personnel Committee to review and standardize the Police Chief and Director of Public Works personal employment contracts and make a recommendation to the Board regarding those agreements.

It was also noted that the Board approved payment of retroactive pay to the Building Inspector.

12. Discuss schedule and agenda for upcoming meetings

Committee reviewed previously established meeting dates and will possibly reconsider the date of the on-site interviews if it's possible to speed up the hiring process.

13. Review assigned responsibilities and target dates

Kober and Lesniak will put together a first draft proposing a process for the Board to consider for handling the upcoming negotiations on the three collective bargaining agreements that expire at the end of 2009. The roles of the Board, the Personnel Committee, the Administrator/Interim Administrator, and the attorney should be defined.

Grundman will compile a recommended list of interview questions for the Personnel Committee's first on-site interviews with Administrator candidates.

14. Adjournment

Motion by Larry Kober to adjourn the meeting

Motion seconded by Justeen Mallo-Vollrath

All in favor of motion by voice vote

Motion approved

Meeting adjourned at 8:25 pm

Respectfully submitted on January 21, 2009
By Larry Kober, Personnel Committee Secretary
Approved: February 4, 2009