



KRONENWETTER PERSONNEL COMMITTEE  
MEETING MINUTES  
JANUARY 5, 2010

Chairperson Copiskey called the meeting to order at 6:00 p.m.

**Roll Call:**

Members of the Personnel Committee present: Akey, Copiskey, Voll, Kober, Sasman.  
Guests: Oborn and Falkowski

**Approval of Previous Meeting Minutes:**

Motion made by Akey and seconded by Kober to approve the minutes from the December 1, 2009 meeting. Motion carried.

**Closed Session:**

Motion made by Akey and seconded by Kober to convene into closed session pursuant to Section 19.85 (1)(e). Wis.Statutes: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – to wit collective bargaining negotiations between Village of Kronenwetter and Wisconsin Professional Police Association Civilian Employee Relation and Law Enforcement Relation Divisions; and General Teamsters Union Local 662 of the International Brotherhood of Teamsters (DPW).

Roll call vote: Akey-yes, Copiskey-yes, Voll-yes, Kober-yes, Sasman-yes

**Motion to convene into open session:**

Motion made by Akey and seconded by Voll

Roll call vote: Akey-yes, Copiskey-yes, Voll-yes, Kober-yes, Sasman-yes

**Employee Handbook including revisions and additions:**

No action taken

**Village Educational Assistance Policy:**

No action taken

**Position Descriptions (all departments):**

DPW is a priority

**Recruitment Process – Director of Public Works / Zoning Administrator:**

The recruitment process and ad placement were discussed

Betsy will provide a resource for interview questions.

Blaine will send a draft of the Director of Public Works position description.

Judi will draft recruiting committee and special recruiting interview group information for discussion

**Outstanding Personnel projects including prioritization:**

No action taken

**Schedule and Agenda for upcoming meetings:**

January 20, 2010 @ 5:00 p.m.

**Review assigned responsibilities and target dates:**

Betsy will provide a resource for interview questions prior to interviews.

Blaine will send a draft of the Director of Public Works position description to the committee prior to January 20<sup>th</sup>, 2010  
Judi will draft recruiting committee and special recruiting interview group for discussion prior January 20, 2010.

**Adjournment:**

Motion to adjourn made by Voll and seconded by Kober  
Time: 7:10 p.m.

Respectfully submitted by:  
Suzette Sasman, Secretary