

**MEETING NOTICE
PERSONNEL COMMITTEE
TUESDAY, MARCH 26, 2019
5:30 P.M.
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve minutes for February 11, 2019
4. Closed session per Wisconsin State Statute 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 – Performance Evaluation – City Administrator
5. Return to open session
6. Take action on items discussed in closed session
7. Adjourn

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

CITY OF PRESCOTT, WISCONSIN

PERSONNEL COMMITTEE MEETING MINUTES FOR FEBRUARY 11, 2019

Pursuant to due call and notice thereof, a meeting of the Personnel Committee was held February 11, 2019, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Alderperson Rob Daugherty called the meeting to order at 5:40 p.m. Members present were Rob Daugherty and Dar Hintz. Maureen Otwell arrived at 5:45 pm. Police Chief Eric Michaels and City Administrator Jayne Brand represented staff.

Hintz/Daugherty motion to approve the minutes for December 4, 2018 passed without a negative voice vote.

Police Chief Eric Michaels reviewed the summary and conclusions from the Police assessment. Policy manual review and update has been completed. The software Lexipol was purchased and a total of 88 policies have been rolled out. There are about 40 more policies to be worked on. The Officers receive training bulletins which need to be completed as part of the training process. Job descriptions have been completed for all positions including School Resource Officer/Investigator and Sergeant. Reporting obligations was discussed. Chief Michaels meets at least weekly with his Sergeant. He keeps the City Administrator up to date on issues within the department. Specialized and in service training. The in service training has been completed for all Officers. Each Officer will be doing some type of specialized training each year. The training budget was increased to \$7,000 but more funding will be needed for training. Staffing and work assignments were discussed. 2017 & 2018 were challenging years for the department with the homicide and attempted homicide. They were short Officers so fulltime Officers had to cover shifts for vacation and sick time. New shifts are being set up and there will be 2 Officers on duty during the day and night shifts. Performance evaluations have not been completed. After discussion the personnel committee will work with city staff on looking for evaluation forms and all staff will work on doing annual evaluations. Personnel file management has been worked on. All files have been reorganized. Separate files are kept for training. Other files have been sent to city hall for keeping. All personnel files are under lock and key. Inter-agency collaboration was discussed. The department is doing training with Pierce County Sheriff department and other agencies in the area. The relationship between the Police Department and Sheriff Department is greatly improved. Chief Michaels has stated the department is not active in any fundraising activities. Any new program implementation will need to be presented to the personnel committee. This was done when the School Resource Officer/Investigator position was created. Chief Michaels stated the department will continue to work together to do what is best for the community.

Hintz/Daugherty motion to add an addendum to the City Administrator contract to allow the Administrator to live outside of the city passed without a negative voice vote.

Daugherty/Hintz motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator