

**BROWN DEER PERSONNEL COMMITTEE  
MARCH 10, 2022 MEETING MINUTES  
VIRTUAL MEETING, 6:00 PM**

The meeting was called to order by Trustee Booker at 6:00 p.m.

**I. Roll Call**

Present: Trustee Renee Booker, Trustee Amos Owens, Theresa Jones, Village Manager Tyler Burkart

**II. Persons Desiring to be Heard**

There were no persons desiring to be heard.

**III. Discuss and Consider 2022 Village Manager Goals**

The committee reviewed the resources provided for the meeting that entails PAA's recommendations, the Village Manager candidate profile, and the assessment survey results from PAA. The committee discussed there could be 5-6 general categories that contain subsections to measure the Village Manager's performance. There was interest in having staff review the previous performance evaluation as a starting point to develop the rubric. Mr. Burkart recommended for the committee to utilize the Village's Human Resources Coordinator Gosia Wormsbacher to update the previous template based on feedback from the committee. It was determined that Tr. Booker will send the former template for Ms. Wormsbacher to utilize as a starting point. Ms. Wormsbacher shall make sure the main categories in the candidate profile are also included as main categories for the performance rubric. She shall then add all the priorities included in the assessment survey into one of the categories in the rubric. Lastly, she should make sure there is a separate section included for upcoming goals and include all the goals proposed by PAA. This updated template should be available for the committee to review at its next meeting.

**IV. Discuss 2022 Initiatives Related to the Personnel Committee**

Mr. Burkart mentioned that he will be working with staff to bring a number of items through the Personnel Committee by the end of this year. These items include a performance evaluation form and process, pay ranges for all positions, an updated personnel manual, and any significant updates to a job description.

**V. Adjournment**

The committee decided they will continue meeting on the second Thursday of the month, which will set their next meeting on Thursday, April 14 at 6:00 p.m. It was moved by Tr. Owens and seconded by Ms. Jones to adjourn the meeting at 6:47 p.m. The motion carried 3-0.

*Tyler Burkart*

Tyler Burkart,  
Village Manager