

BROWN DEER PERSONNEL COMMITTEE
April 14, 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. Consider Meeting Minutes for the March 10, 2022 Personnel Committee

Tr. Owens moved to approve the minutes for the March 10, 2022 meeting. Ms. Jones seconded the motion. Motion approved by a 3-0 vote.

IV. Discuss and Consider 2022 Village Manager Goals and Evaluation Form

The committee discussed the overall form. Tr. Owens recommended adding a notation that audit findings shall be addressed within an appropriate time frame. Mr. Burkart will follow up with the auditor to confirm the timeline that the Village is able to submit a response and incorporate as a part of the audit. Ms. Jones recommended adding to the Organizational Management section to incorporate a responsibility related to performance management. In addition, there should be language that emphasizes the importance to retain talent under letter a. Tr. Owens recommended researching additional classes to add to letter a under Organizational Management. There was discussion for the Fiscal/Business Management section to incorporate dates of when budget tasks should be completed. In addition, Tr. Booker indicated a desire for an annual review of the Village's Financial Policies. There was a recommendation to change the word strategic to comprehensive in the Long-Range Planning section. There was discussion about eventually creating a 3-5 year strategic plan for the Village. There was added discussion about conducting a 360 evaluation for department heads to give feedback to the Board. The committee mentioned they could take this concept to the Board for their consideration, but they like the concept of the manager providing a self-evaluation prior to the Board completing their evaluation. Tr. Owens moved to recommend proceeding with the Village Manager evaluation and goals as proposed with incorporating the following changes discussed during the meeting for the Village Board's consideration. Motion seconded by Ms. Jones. The motion carried 3-0.

V. Consider Communications and Marketing Coordinator Position

Mr. Burkart summarized the position's job description and how it would utilize allocations in the current budget to make it work financially with the Village. There was discussion related to the position's salary range and how that compares to the market. There was additional comments discussing whether a contracted marketing firm would be better than an internal position. Mr. Burkart relayed to the Board that both department head feedback as well as comments from an outside marketing consultant recommended to him to execute these activities through an internal staff position. Mr. Burkart conveyed that if approved by the

Board the Village hopes to have someone filled in the position by the end of the summer. It could greatly assist a number of the areas related to the Village and Village Board priorities. Tr. Booker moved to recommend proceeding with the Communications and Marketing Coordinator position as proposed for the Village Board's consideration. Motion seconded by Ms. Jones. The motion carried 3-0.

VI. Adjournment

It was moved by Tr. Owens and seconded by Ms. Jones to adjourn the meeting at 6:53 p.m. The motion carried 3-0.

Tyler Burkart

Tyler Burkart,
Village Manager