

**JOINT VILLAGE BOARD/PERSONNEL COMMITTEE MINUTES
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF DEERFIELD AND THE PERSONNEL COMMITTEE TO
AT THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN
TUESDAY, MAY 28, 2013 AT 6:00 P.M.**

CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET

The meeting was called to order at 6:00 pm by President Frutiger. Roll call: Wilkinson, Tebon, Schreiber, McMullen, Fritz, Hasz and Frutiger present. Also present: Public Works Director, John Doyle and Dave Lemke.

CONSENT AGENDA

Motion by Tebon, second by Wilkinson, to approve the May 28, 2013 agenda as presented. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM MAY 13, 2013

Motion by Tebon, second by McMullen to approve the minutes from May 13, 2013 as written. All ayes, Wilkinson abstained, motion carried.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

NEW BUSINESS

A. RESOLUTIONS

B. LICENSES & PERMITS

C. REVIEW & ACTION:

1. AMENDMENT TO PERSONNEL MANUAL SECTION 34.6 - BEREAVEMENT LEAVE OF ABSENCE

McCredie informed the Board that the wording in Section 34.6 of the Personnel manual regarding the bereavement leave of absence for In-laws was causing some confusion and asked for clarification.

Motion by McMullen, second by Tebon to amend section 34.6 of the Personnel manual regarding the Bereavement Leave of Absence policy to define in-laws as Mother, Father, Brother, Sister, Grandmother and Grandfather under the two (2) day section and to add step, adopted or natural child under the four (4) day section. All ayes, motion carried.

2. CONSIDER A MOVE TO CLOSED SESSION PURSUANT TO §19.85(1)(B) AND §19.85(1)(C) CONSIDERING DISMISSAL, DEMOTION, LICENSING OR DISCIPLINE OF ANY PUBLIC EMPLOYEE OR PERSON LICENSED BY A BOARD OR COMMISSION OR THE INVESTIGATION OF CHARGES AGAINST SUCH PERSON, OR CONSIDERING THE GRANT OR DENIAL OF TENURE FOR A UNIVERSITY FACULTY MEMBER, AND THE TAKING OF FORMAL ACTION ON ANY SUCH MATTER; PROVIDED THAT THE FACULTY MEMBER OR OTHER PUBLIC EMPLOYEE OR PERSON LICENSED IS GIVEN ACTUAL NOTICE OF ANY EVIDENTIARY HEARING WHICH MAY BE HELD PRIOR TO FINAL ACTION BEING TAKEN AND OF ANY MEETING AT WHICH FINAL ACTION MAY BE TAKEN. THE NOTICE SHALL CONTAIN A STATEMENT THAT THE PERSON HAS THE RIGHT TO DEMAND THAT THE EVIDENTIARY HEARING OR MEETING BE HELD IN OPEN SESSION. AND CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. (PUBLIC WORKS EMPLOYEES AND VILLAGE ADMINISTRATOR)

Motion by McMullen, second by Tebon to move to closed session pursuant to §19.85(1)(b) and §19.85(1)(c) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session and considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Public Works employees and Village Administrator) and to invite John Doyle, John Ciciva and Donna Ciciva to be present. Roll call vote: Wilkinson aye, Tebon aye, Schreiber aye, McMullen aye, Fritz aye, Hasz aye and Frutiger aye, motion carried.

3. CONSIDER A MOVE TO OPEN SESSION PURSUANT TO §19.85(1)(B) AND §19.85(1)(C) CONSIDERING DISMISSAL, DEMOTION, LICENSING OR DISCIPLINE OF ANY PUBLIC EMPLOYEE OR PERSON LICENSED BY A BOARD OR COMMISSION OR THE INVESTIGATION OF CHARGES AGAINST SUCH PERSON, OR CONSIDERING THE GRANT OR DENIAL OF TENURE FOR A UNIVERSITY FACULTY MEMBER, AND THE TAKING OF FORMAL ACTION ON ANY SUCH MATTER; PROVIDED THAT THE FACULTY MEMBER OR OTHER PUBLIC EMPLOYEE OR PERSON LICENSED IS GIVEN ACTUAL NOTICE OF ANY EVIDENTIARY HEARING WHICH MAY BE HELD PRIOR TO FINAL ACTION BEING TAKEN AND OF ANY MEETING AT WHICH FINAL ACTION MAY BE TAKEN. THE NOTICE SHALL CONTAIN A STATEMENT THAT THE PERSON HAS THE RIGHT TO DEMAND THAT THE EVIDENTIARY HEARING OR MEETING BE HELD IN OPEN SESSION. AND CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. (PUBLIC WORKS EMPLOYEES AND VILLAGE ADMINISTRATOR)

Motion by McMullen, second by Wilkinson to move to open at 6:07 pm session pursuant to §19.85(1)(b) and §19.85(1)(c). Roll call vote: Wilkinson aye, Tebon aye, Schreiber aye, McMullen aye, Fritz aye, Hasz aye and Frutiger aye, motion carried.

4. ACTION, IF ANY, TO COME OUT OF CLOSED SESSION

Motion by McMullen, second by Tebon to terminate John Ciciva's employment with the Village of Deerfield effective May 28, 2013 and to reopen the full time position. Roll call vote: Wilkinson aye, Tebon aye, Schreiber aye, McMullen aye, Fritz aye, Hasz aye and Frutiger aye, motion carried.

Motion by Fritz, second by Wilkinson to hire Jeremy Wollin as a full time employee under the following conditions:

- January 1, 2013 effective hire date as a full time employee
- January 1, 2013 eligible to start accumulating sick and vacation benefits
- May 20, 2013 effective date be paid \$17.00 per hour
- May 20, 2013 eligible date to start receiving holiday pay starting with the Memorial Day observance

Roll call vote: Wilkinson aye, Tebon aye, Schreiber aye, McMullen aye, Fritz aye, Hasz aye and Frutiger aye, motion carried.

Motion by Frutiger, second by McMullen to refer the discussion of the Village Administrator/Village Hall Staff positions to the Personnel Committee meeting on June 10, 2013. All ayes, motion carried.

ORDINANCES

COMMUNICATIONS

STAFF REPORTS

ADJOURN

Motion by Tebon, second by Wilkinson to adjourn at 6:50 pm. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Clerk-Treasurer