

# VILLAGE OF SHOREWOOD HILLS

## Approved Minutes of Personnel Committee Meeting

Monday, March 12, 2007

1. **Call to Order and Roll Call** Chairperson Marilyn Townsend called the meeting to order at 5:40 pm. Committee members present were Erica Moeser, Todd Young, and Joyce Bromley. Sam Braithwait arrived at 6:30 pm. Gary Johnson and Andy Cohn were absent. Also present were Village Administrator Karl Frantz, Police Chief Dennis Pine, Village Clerk Cokie Albrecht, and resident Felice Borisy Rudin.
  - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting was properly posted and noticed.
  - b. **Approve previous meeting minutes** Ms. Moeser moved and Ms. Bromley seconded a motion to approve the minutes of the December 11, 2006 meeting as submitted. Motion passed unanimously.
  
2. **Continue work on wage and benefit study including development of comparables and wage and benefit survey** The Committee decided the comparable communities to include in the survey are: Oregon; Middleton; Verona; McFarland; Maple Bluff; Waunakee; DeForest; Town of Madison; and Cottage Grove.

The Committee reviewed the wage and benefit survey used previously. Additional items to consider were suggested:

- Number of employees and shifts?
- Limits on sick leave accumulation?
- Separation arrangements?
- Retention bonuses?
- Domestic partners included in health benefits?
- Average longevity? Possible to get copy of policy?
- Merit pay?
- Lunch pay?
- Number of hours police work per week; annual wage (as distinct from hourly wage)?
- Overtime policies?
- Education incentives?
- Other perks?

The tentative goal for the survey's completion is June, 2007. Mr. Frantz cautioned that direct comparisons within job categories could be problematic because Village employees do a variety of tasks—their responsibilities may range across several job categories. He reviewed the status of the development of staff job descriptions. Ms. Townsend suggested that the committees that work closely with a particular employee may want to have an opportunity to review the job description for him/her.

3. **Review and recommendation on part-time and seasonal staff 2007 wage adjustments** Ms. Townsend moved and Ms. Braithwait seconded a motion to go into closed session pursuant to Section 19.85(1) (c) of the Wisconsin State Statutes to consider

employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may result from the closed session (employee promotion, compensation and wage and benefit issues). The roll call vote was Ms. Townsend – yes; Ms. Braithwait – yes; Mr. Young – yes; Ms. Moeser – yes; and Ms. Bromley – yes. Mr. Frantz and Ms. Albrecht were asked to stay. Ms. Rudin and Chief Pine left the meeting. The Committee went into closed session at 6:45 pm.

At 7:35 pm, Ms Townsend moved and Ms. Braithwait seconded a motion to reconvene into open session. The vote was Ms. Townsend – yes; Ms. Braithwait – yes; Mr. Young – yes; Ms. Moeser – yes; and Ms. Bromley – yes.

While in closed session, the Committee agreed that it would recommend to the Board of Trustees that the hourly wage of the two part time office assistants, Betsy Kramer and Cheri Carbon, should be subject to the wage grid. A new employment category would be added titled, “Part time data entry clerk” at pay Grade # Four. Ms. Carbon and Ms. Kramer’s wage would be related to Step F since they have worked for the Village for five years. Their resultant wage, at Grade 4 Step F, would be \$11.81/hour, effective January 1, 2007.

4. **Process to be followed for reviewing wage and benefits for 2008** The next meeting of the Personnel Committee will be held on April 16, 2007 at 5:30 pm. Agenda items will include a review of the progress on the comparables research, job descriptions and summer staff hires.
5. **Adjourn** Meeting adjourned at 7:42 pm.

Respectfully submitted,

Colleen Albrecht  
Village Clerk