

VILLAGE OF SHOREWOOD HILLS
Draft Minutes of Personnel Committee Meeting
Monday, April 16, 2007 5:30 p.m.

- 1. Call to Order and Roll Call** Chairperson Marilyn Townsend called the meeting to order at 5:37 p.m. Committee members present were Erica Moeser, Todd Young, Joyce Bromley, Gary Johnson and Andy Cohn. Sam Braithwait arrived at 6:20. Also present were Village Administrator Karl Frantz, Police Chief Dennis Pine, Fire Chief Keith Anderson, DPW Head Denny Lybeck, Village Clerk Cokie Albrecht, and Trustee-elect 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. Townsend moved and Ms. Moeser seconded a motion to approve the minutes of the March 12, 2007 meeting as submitted. Motion passed unanimously.

- 3. Consideration of policies regarding background investigations for prospective seasonal employees** (agenda item taken out of order) Mr. Frantz explained that a couple Trustees had discussed with him the feasibility of requiring criminal background checks on the ~135 summer employees. He felt there were a couple issues for the Personnel Committee to consider: the expense, since the work would involve staff time and a \$5 per person fee levied by the Crime Bureau of the Wisconsin Department of Justice; and the sensitivity of juvenile records. Chief Pine said the Police Department would not be able to divulge the results of the background checks on juveniles. He mentioned the state's CCAP website is available to the public to get criminal records for non-minors. Mr. Cohn said that most of the summer employees are known to the rec programs' hiring committees. Other than obtaining the driving records of the crew employees, he felt criminal checks were unnecessary and could be offensive to parents. Ms. Bromley said the Village has a responsibility to parents to assure the employees hired have been checked out. She felt the young employees will learn that the requirement of a criminal background check prior to hiring is common. She wondered what the Village's liability would be if no scrutiny were done. Mr. Young said that the Village would need to develop criteria to determine what in an employee's background would eliminate him/her from being hired. Presently the completion of criminal background checks is at the discretion of the program's hiring authority. Ms. Townsend said that she would recommend the Personnel Committee act on the seasonal hires as presented tonight. If the Board of Trustees decides that criminal background checks are required, it can delay the approval of the hiring until they are completed. Ms. Townsend stated that the Personnel Committee should evaluate this issue further, and determine whether a policy should be adopted. Ms. Bromley moved that prior to the next Board meeting, the Village staff complete criminal background checks on all the proposed seasonal hires 18 years old and older. The motion failed for lack of a second.

4. Review and recommendation on part time and seasonal staff 2007 wage adjustments and hiring

Summer DPW crew: Ms. Townsend moved and Ms. Moeser seconded a motion to recommend to the Board of Trustees that it approves the hiring of the individuals listed on the 4/3/07 memo from Mr. Lybeck at the hourly wages he proposed. Motion passed unanimously.

Pool staff: Ms. Moeser moved and Mr. Cohn seconded a motion to recommend to the Board of Trustees that it approves the hiring of the individuals listed on the pool staff roster at the hourly wages proposed. Mr. Johnson recused himself. Motion passed 6 to 0 with one recusal.

Land Rec staff: Ms. Moeser moved and Mr. Cohn seconded a motion to recommend to the Board of Trustees that it approves the hiring of the individuals listed on the Land Rec staff roster at the hourly wages proposed. Mr. Johnson recused himself. Motion passed 6 to 0 with one recusal.

Four Corners staff: Mr. Cohn moved and Ms. Moeser seconded a motion to recommend to the Board of Trustees that it approves the hiring of the individuals listed on the Four Corners staff roster at the hourly wages proposed. Mr. Johnson recused himself. Motion passed 6 to 0 with one recusal.

Tennis instructors: Ms. Moeser moved and Ms. Braithwait seconded a motion to recommend to the Board of Trustees that it approves the hiring of the individuals listed in the 4/16/07 memo from the Tennis Committee at the hourly wages proposed. Motion passed unanimously.

Forestry and Parks summer help: Ms. Braithwait moved and Mr. Cohn seconded a motion to recommend to the Board of Trustees that it approves the hiring of the individuals listed in the 4/16/07 memo from Village Forester Corey George at the hourly wages proposed. Motion passed unanimously.

Police Community Service Officers: Chief Pine said that he hopes to receive more applications for the positions. He will have further information at the next Personnel Committee meeting.

5. Review and recommendation to fill position of Police Lieutenant, set wage and post vacated Sergeant position Ms. Moeser moved and Ms. Braithwait seconded a motion to recommend to the Trustees that they promote Courtland Martens from sergeant to lieutenant and move him on the wage grid from Grade 12 Step H to Grade 13 Step H. His hourly wage would be adjusted from \$21.70 to \$23.33. Motion passed unanimously.

6. Review and recommendation authorizing Forester to attend Foresters Conference in Hawaii and cost sharing arrangements Mr. Frantz explained he was seeking the guidance of the Personnel Committee. Mr. Cohn moved and Ms. Moeser seconded a motion to authorize the expenditure of \$1000 of the approximately \$1,700 available through the urban forestry grants to allow Mr. George to attend the International Society of Arboriculture in Hawaii. The Committee members suggested that Mr. Frantz obtain more information to sort out if the trip should be approved. Some considerations would be if the conference were the best use of the Forester's education and travel budget and if a conference closer to Madison would be more likely to address issues relating to the

Village. With the expectation Mr. Frantz would decide if the conference attendance were approved, Mr. Cohn withdrew his motion with Ms. Moeser's consent.

- 2. Update on wage and benefit study wage/benefit survey and job descriptions** (item taken out of order) Mr. Frantz reported that the staff have completed the job descriptions and they are available for the Committee's review. Staff is working on formatting the wage/benefit survey. Mr. Frantz anticipated it would be sent to the comparable communities later this week.

- 7. Process to be followed for reviewing/approving wage and benefits for 2008** Mr. Frantz said the some staff members were uncomfortable with the annual process of meeting with the Personnel Committee. The Committee members said their goal in visiting with the staff is education—they hope to learn about what is happening on the job, what the Committee could do to improve conditions, etc.— rather than determine wages and benefits. The Committee agreed that this year the meeting with the employees will be for information. At a separate meeting the Committee will discuss with the Department Heads the employees' wage and benefit requests for 2008.

- 9. Schedule May to December 2007 meetings** (item taken out of order) The Committee will meet on the following Monday nights:
 - May 14 at 6:00 p.m.
 - June 11 at 6:00 p.m.
 - July 9 at 6:00 p.m.(tentative)
 - August no meeting
 - September 10 at 5:30 p.m.
 - October 8 at 5:30 p.m.
 - November 5 at 5:30 p.m.
 - December 10 at 5:30 p.m.

- 8. Review and recommendation regarding Administrator evaluation process** Item held until next meeting.

- 10. Adjourn** Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Colleen Boyle Albrecht,
Village Clerk