

Village of Shorewood Hills
Personnel Committee Draft Meeting Minutes
Wednesday, February 12, 2014

1. **Call to Order** Committee Chairperson John Imes called the meeting to order at 7:06 am. Present were Mr. Imes and Committee members Erica Moeser, Mary Gulbrandsen and Paula Hogan. Barbara Center arrived later. Jim Schneider was excused. Village Administrator Karl Frantz, Municipal Judge Marilyn Townsend, Department of Public Works Crew members John Mitmoen and Mark Stumpf, and Village Clerk Cokie Albrecht were also in attendance. Court Clerk/Police Administrative Assistant Marty Davis joined the meeting later.
 - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.

2. **Approve previous meeting minutes** Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to approve the minutes of the October 9, 2013 Personnel Committee meeting. Motion passed unanimously.

Ms. Center arrived at 7:16 am.

3. **Discussion and possible recommendations regarding pending retirement of DPW Chief and future staffing and organization including hiring process** Mr. Frantz discussed his memo to the Personnel Committee dated February 10, 2014 regarding the DPW crew chief hire. The consensus of the Personnel Committee members was to recommend that, with the retirement of DPW Chief Denny Lybeck, the staffing of the DPW would be decreased from five full time positions and a half time janitorial job to five positions. A possible scenario to achieve that staffing level would be to promote one of the four remaining full time crew members to crew chief and increase the janitorial position from a half time to a full time position. The Village would attempt to fill the crew chief position through an internal posting. If no suitable candidate is identified, an external posting would be done. Janitorial duties would be assumed by the five crew members.

4. **Set next meeting dates with agenda to include hire of part time Police/Court Clerks**
5. **Consider hire of part time Court Clerk Assistant and set wage**
6. **Consider hire of part time Police Administrative Assistant and set wage**

(Agenda items 4, 5 and 6 were considered together) Previously it was determined that Ms. Davis could use an assistant to help with the Police and Court workload when warranted, and to cover for Ms. Davis when she is on leave. It was thought that the person selected would be a permanent part time employee who would assist with both Police and Court duties, typically for only a few hours/pay period. Judge Townsend, however, preferred to keep the Police and Court duties separate—she did not support the hiring of one person to perform both jobs. As a result, two people have been selected for the two roles. Ms. Hogan moved and Ms. Gulbrandsen seconded a motion to approve the extension of the LTE status for the Court Clerk Assistant and Police Assistant for an indefinite period. Motion passed unanimously.

7. **Adjourn** Meeting adjourned at 8:47 am.

Respectfully submitted,

Colleen Boyle Albrecht,
Village Clerk