

Village of Shorewood Hills
Personnel Committee Approved Meeting Minutes
Wednesday, September 7, 2016 7:00 a.m.

1. **Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:09 a.m. Present were Mr. Imes and Committee members Paula Hogan, Mary Gulbrandsen, Anne Readell, David Vitse, Amy Neeno-Eckwall and Erica Moeser. Village Administrator Karl Frantz, Police Lieutenant Courtland Martens, Sergeant-Detective Corey Denzer and Village Clerk Cokie Albrecht were also in attendance.
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. Hogan seconded a motion to approve the minutes of the Personnel Committee meeting of August 10, 2016. Motion passed unanimously.
3. **Continued review of compensation report and possible recommendation regarding Village compensation plan and Police pay** Ms. Neeno-Eckwall reviewed her analysis of the impact of increasing the Village's patrol officer pay on the wages of command officers (the Chief, Lieutenant, and Sergeant-Detective positions). There is consensus that the patrol officers' wages should be increased. However, that is difficult to do, given the narrow difference currently between their wages and that of the Sergeant-Detective position. After discussion, Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to recommend to the Village Board that for 2017 compensation, patrol officers will be placed at Grade 14 of the pay grid, up from Grade 12. The Sergeant-Detective position will be moved from Grade 14 to Grade 15. Motion passed unanimously.
4. **Consider process for, and 2017 compensation recommendations** The Committee chose to follow the model used in the past: they will meet separately with each department's staff. The meeting with the first two departments will be Tuesday, September 13, 2016; the second will be Wednesday, September 21, 2016, both at 7:00 a.m.
5. **Discussion of matters related to the announced retirement of the Village Clerk** Ms. Albrecht will leave Village employment at the end of October, 2017. Mr. Frantz said that her leaving will give the Village an opportunity to consider what will follow, including reorganizing duties/positions as appropriate.
6. **Consider development of policy on leave donations from one employee to another** The Personnel Committee packet included several sample policies regarding the donation of leave time to colleagues who miss a significant amount of work due to an injury or illness. The discussion included consideration of whether a formal policy is needed, given the Village's current leave policies, the availability of Income Continuation, and the expectation that the Trustees would be compassionate in situations outside of these safety nets. An alternate thought is that a formal policy would be fairer, clearer to implement, and more reassuring to the employees. The issue will be discussed further at future meetings.
7. **Consider next meeting dates** The next meetings of the Committee will be Tuesday, September 13, 2017 and Wednesday, September 21, 2016 at 7:00 a.m.
8. **Adjourn** Meeting adjourned at 8:30 a.m.

Respectfully submitted,
Colleen Boyle Albrecht, Village Clerk