

**Village of Shorewood Hills**  
**Personnel Committee Approved Meeting Minutes**  
Tuesday, September 13, 2016 7:00 a.m.

1. **Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:07 a.m. Present were Mr. Imes and Committee members Mary Gulbrandsen, Anne Readel, David Vitse, Amy Neeno-Eckwall and Erica Moeser. Paula Hogan was excused. Village Administrator Karl Frantz 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 Mr. Vitse seconded a motion to approve the minutes of the Personnel Committee meeting of September 7, 2016. Motion passed unanimously.
3. **Meet with Village staff by department to discuss compensation and employment matters and possible recommendations**  
**Police Department:** The staff attending the meeting included Police Chief Dennis Pine, Police Lieutenant Courtland Martens, Police Officer Ashley Dostalek and Part-time Police Officer Tim Dostalek. Court/Police Clerk Marty Davis and CSO/Police Administrative Clerk Tyler Eldridge arrived later. The discussion with the Police staff included: with the resignation of Nick Pine, the roster is down one. Internal candidates have been interviewed and Chief Pine will be recommending the selection of one of them for the open patrol officer position; Chief intends to hire more part-time officers; the patrol officer indicated she is satisfied with the proposed 2017 compensation; Chief suggested a \$.25 raise for part-time officers to \$20.00/hour; management officers would like a boost in their wages; the Committee members agreed they would discuss the handling of Ms. Dostalek's anticipated leave, including the donation of leave time by other employees, at another meeting; the purchase of body cameras is on hold, needed safety equipment was included in the 2017 budget; the conflict of combining court and police duties in the office remains but the staff has found work-arounds; staff indicated they would like more support when dealing with human resource matters. Ms. Readel was excused from the meeting at 8:00 a.m. The police staff left the meeting at the same time.  
**Administration:** The staff attending the meeting included Deputy Clerk Karla Endres, Emergency Services Coordinator David Sykes, and Administrative Assistants Cheri Carbon and Betsy Kramer. The discussion with the Administrative staff included: the retirement of Ms. Albrecht in fall, 2017, will create a vacancy—the remaining staff members are interested in promotion and advancement; to be determined: will the Clerk position remain as currently defined or will those duties be reassigned/reorganized; the Admin Assistants would like their position's grade on the payroll grid evaluated since they feel their responsibilities have increased with the retirement of the records clerk. Ms. Gulbrandsen was excused from the meeting at 8:35 a.m. The administrative staff left the meeting at 8:40 a.m.
4. **Consider part time position hire/process for Department of Public Works**
5. **Consider bone marrow organ transplant leave policy**
6. **Consider development of policy on leave donations from one employee bank to another**  
Discussion of Agenda Items 4, 5, and 6 was deferred to a future meeting.
7. **Consider next meeting dates** The next meetings of the Committee will be Wednesday, September 21, 2016 at 7:00 a.m.
8. **Adjourn** Meeting adjourned at 8:50 a.m.

Respectfully submitted, Colleen Boyle Albrecht, Village Clerk