

Village of Shorewood Hills
Personnel Committee
Meeting Minutes
Thursday February 15, 2018 7:30 a.m.

1. **Call to Order** Chairperson John Imes called the meeting to order at 7:37 a.m. Present, in addition to Mr. Imes, were Committee members David Vitse, Paula Hogan and Erica Moeser. Mary Gulbrandsen was excused. Village Administrator Karl Frantz, Police Chief Aaron Chapin and Village Clerk Karla Endres 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. Moeser moved and Mr. Vitse seconded a motion to approve the minutes of the Personnel Committee meeting on October 11, 2017. Motion passed 3-1, Ms. Hogan abstained.
 3. **Consider recommendation on conditional hire of part-time police officers** Police Chief Aaron Chapin gave a brief summary on the interview process of the part time police officer. He had interviewed five applicants. Of those five, four were eligible for hire based on background checks. Seth Bouya, John Mashinaw and Shawn Allbough were in background check status. The fourth applicant, Jeffrey Blum, would be backgrounded based on the success of the first three. Chief Chapin asked the committee for approval to hire the applicants upon passing their background checks.
Ms. Moeser moved and Ms. Hogan seconded a recommendation to the Board of Trustees for the hiring of Seth Bouya, John Mashinaw and Shawn Allbough upon successful background screenings.
Motion passed unanimously.
 4. **Consider recommendation on hire of Accounting Clerk/ Administrative Assistant** Mr. Frantz briefly explained that out of fifteen applicants, five were scheduled for interviews. One dropped out prior to the interview. There were three residents and one non-resident interviewed. The interview panel agreed on the two highest applicants and recommended approval of Nancy Kolberg.
Ms. Moeser moved and Ms. Hogan seconded recommendation to the Board of Trustees to hire Nancy Kolberg for the Accounting Clerk/ Administrative Assistant position.
Motion passed unanimously.
 5. **Consider recommendation on 2018 Compensation for Pool Manager and Assistant** Mr. Frantz gave a brief background on Chris Carbon's wage and Erik Johnson's wage adjustment. There was a discussion to have Erik's wage be on the same schedule as all Village employees.
Ms. Hogan suggested the Pool Committee revisit if Erik needs to work more hours and be compensated to get the work done.
Ms. Moeser moved and Ms. Hogan seconded approval of the 2018 compensation with the caveat of understanding the consulting position of Mr. Carbon would end with this year.
Motion passed unanimously.
- Mr. Frantz gave a brief update on the Police Bargaining Unit.
6. **Adjourn** Meeting adjourned at 8:36 a.m.

Respectfully submitted,

Karla Endres
Village Clerk