

**Village of Shorewood Hills
Personnel Committee**

Meeting Minutes

Tuesday, September 10, 2019 7:30 a.m.

1. Call to Order Chairperson Cokie Albrecht called the meeting to order at 7:32 a.m. Present, in addition to Ms. Albrecht, were Committee member Erica Moeser, Mary Gulbrandsen and Alan Goldenberg. Amy Neeno-Eckwall and Paula Hogan were excused from the meeting. Village Trustee John Imes, Greg Lampe, Police Chief Aaron Chapin, Village Administrator Karl Frantz and Village Clerk Karla Endres were also in attendance.

a. Note compliance with open meeting law Ms. Endres confirmed the meeting had been properly posted and noticed.

2. Introductions and welcomes

Ms. Albrecht announced herself as the chairperson of the Personnel Committee and that Mr. Imes would no longer be on the committee. She also explained that David Vitse has resigned from the committee due to scheduling conflicts.

Each member of the Personnel Committee briefly introduced themselves and how long they had been serving on the committee.

3. Approve previous meeting minutes

Deferred until the next meeting.

4. Review of Draft Village sustainability plan and possible recommendations (Nadeem Afghan representing the Ad hoc Sustainability Committee will present plan)

Nadeem Afghan briefly explained the importance of the sustainability committee with respect to working with the various Village committees. The goal is to include everyone so the efforts bring out positive outcomes with sustainability. He would like to have feedback on the specific goals from the committee and not necessarily on the process to get to the goal.

Ms. Gulbrandsen stated she liked the plan and would like to know if the goal in the future would be to hire staff like the Forester to assist residents with sustainability plans specifically. She also stated she has feedback to give but is unsure of how to do so.

Mr. Afghan stated that the Village is taking a ground up approach where all residents are involved in make the sustainability efforts, instead of hiring a specific person to come in and present their plan/ideas. This puts more efforts in the hands of the residents to involve everyone in the community. He also stated the best way to get feedback to the committee would be to submit it to a committee member, David Sykes or Anne Readell directly.

Ms. Gulbrandsen stated the best way to get feedback would be to do a small survey on one specific part of the sustainability plan instead of it all. Most residents are used to taking surveys and would be willing to give feedback on one topic for 3-4 minutes but not a survey that would take 20 minutes.

Mr. Goldenburg expressed his interest in having the Sustainability Committee to have a metrics system with how to make the plan successful with the specific plan the Village will take.

Ms. Gulbrandsen suggested notifying residents of what they can be doing now with food waste or their plastic bags in the mean time before the Village's sustainability plan is finalized and put in place. This would give residents options of what they can be doing now to improve sustainability.

5. Update on Police Department staffing matters and possible recommendation on part- and full-time officer recruitment/hires

Aaron Chapin gave a brief explanation of the hiring process for the part-time and full time-officers. The full-time recruitment process is going to be a failed process due to findings from background investigations on candidates. He would like to start over and have the opportunity to do a full-time recruitment internally this round with a candidate that is currently a part-time officer.

With regards to the part time officers, Mr. Chapin would like to ask the Personnel Committee to consider the hire of Todd Dovichi. He is currently a full-time officer for the City of Stoughton and the school resource officer.

Closed Session At 8:26 a.m., Ms. Albrecht proposed that the Committee go into Closed Session as per Section 19.85(1)(c) and (e) of the Wisconsin State Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and for bargaining reasons and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (compensation and employment matters).

The roll call vote was: Ms. Albrecht – yes; Ms. Moeser – yes; Mr. Goldenberg – yes; and Ms. Gulbrandsen – yes. Mr. Frantz, Chief Chapin and Ms. Endres were asked to stay.

While in closed session the committee discussed compensation and employment matters.

Open Session At 8:47 a.m., Ms. Albrecht suggested the Committee reconvene to Open Session. The roll call vote was: Ms. Albrecht – yes; Ms. Moeser – yes; Mr. Goldenberg – yes; and Ms. Gulbrandsen – yes.

Ms. Moeser moved and Ms. Gulbrandsen seconded a recommendation to the Board of trustees to hire Todd Dovichi as a part-time officer.

Motion passed 4-0.

6. Resignation of Pool Manager and status of recruitment/hiring process

Mr. Frantz gave a brief background on the status of the hiring of a new pool manager. Erik Johnson and Chris Carbon are stepping down from their manager rolls and will need to be replaced. He explained it is a hard position to fill due to the complexity of job duties delegated to one position. Not only do they manage and hire over 100+ employees and schedule programming, they also have to maintain the pool (the chemicals, cleanliness, temperature, etc.). Mr. Frantz stated this position might have to be split into two positions like other local pools. One to maintain the pool and one to maintain the staffing and programming needs.

Ms. Gulbansen stated this hiring seems to be a bigger need than one to be handled by the Pool Committee. It is possible this would be a good time to hire someone to maintain all recreation programs and run the Pool too.

Mr. Frantz stated he had the same thoughts but has received feedback that the pool manager duties would interfere with the timing of the recreation position duties and needs. Another possibility to consider is the Public Works department helping with the pool facility management.

Mr. Goldenberg asked if there was a way to capture the qualities from Erik and Chris and to find out how they did their duties well and how the Village could retain those aspects.

Ms. Gulbrandsen would like to see this more as an opportunity to make changes to the way the Village has structured those manager positions and have opportunity to make changes to the way the duties are delegated and by whom.

Ms. Albrecht shares the same concerns as Ms. Moeser with regards to the roles of the Pool Committee and the relationship to the Personnel Committee. Whose authority is it to hire the new manager and decide on the wages of that person?

Mr. Frantz stated he felt that Mr. Lederer has a good idea of what the frustrations were between the Personnel Committee and the Pool Committee and will keep that in mind for future meetings.

7. Establish next meeting date with agenda to include meeting with staff

There was a discussion on if the Personnel Committee wanted to meet with Union represented employees or not. Aaron Chapin recommended not meeting with the represented employees and leaving that to the negotiations of the contract.

Mr. Albrecht stated they would do a Doodle Poll for the dates of the Personnel Committee to meet with staff members.

Ms. Gulbrandsen left at 9:18 am.

8. Adjourn

Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Karla Endres
Village Clerk