

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Wednesday, January 12, 2022 6:30 p.m.

1. **Call to Order** Chairperson Cokie Albrecht called the virtual meeting to order at 6:30 p.m. Present, in addition to Ms. Albrecht, were Committee members Mary Gulbrandsen, Amy Neeno-Eckwall, Erica Moeser, Laura Stephenson, Alan Goldenberg, and Greg Lampe. Also in attendance was Village Administrator Sharon Eveland. Emeritus Village Administrator Karl Frantz joined the meeting later. Since this was Ms. Eveland's first Personnel Committee meeting, she and the Committee members took a few minutes to introduce themselves.
 - a. **Note compliance with open meeting law** Ms. Eveland confirmed the meeting had been properly posted and noticed.
2. **Approve previous meeting minutes – November minutes delayed till next meeting** No action was taken.
3. **Pool Manager position** Ms. Eveland updated the Committee on the status of hiring a new Pool Manager. The Pool Committee has identified a candidate whom they would like to hire. Action on the position was initially delayed to allow confirmation that the role complies with the Fair Labor Standards Act's definition of a salaried employee; it does. Further, details of the position's responsibilities during the off-season required clarification. The Pool Committee will review a contingent job offer to the selected candidate at its meeting on Monday, January 17, for recommendation to the Board of Trustees on Tuesday, January 18. Ms. Eveland said she had hoped to involve the Personnel Committee in the Pool Manager hiring process but the timing of meetings and need for expediency precluded that.

Several members of the Personnel Committee expressed confusion about the Personnel Committee's roles and responsibilities in this hiring instance and in general. Ms. Albrecht and Ms. Eveland will have a conversation about that in the near future and share the results of that discussion with the members for their consideration.

4. **Clerk-Treasurer hiring process** Ms. Albrecht briefed the Committee on Village Clerk Karla Endres' decision to take a position at another municipality effective January 4, 2022. Ms. Eveland said that at the December Board meeting the Trustees authorized the hiring of consultants, Public Administration Associates (PAA), to examine the responsibilities of all of Shorewood Hills' administrative staff with the goal of better managing the workflow in the office. Based on that analysis, PAA recommended, and the Trustees subsequently authorized, the reclassifying of the Village Clerk position to Village Clerk-Treasurer to more accurately reflect that position's responsibilities. Given the importance of that role, PAA advised proceeding with filling that vacancy as soon as possible. With the Board's consent, the Clerk-Treasurer job opening was posted two weeks ago at the Grade 18 salary range, two grades higher than its current Grade 16. In response to later feedback that the proposed salary may be too low to attract qualified candidates, the job was reposted with a salary range from Step 1, Grade 18 to Step 11, Grade 19, DOQ. Applications are due next week.

Ms. Eveland outlined a tentative timeline and her proposed process for filling the Clerk-Treasurer opening: as Village Administrator, only she would be involved in the initial steps of the hiring, with the Chair of the Personnel Committee included in the second round of interviews. Their conclusions about the selected applicant would then be brought to the Personnel Committee for the members' approval and recommendation to the Board of Trustees.

Following the Committee's discussion of Ms. Eveland's proposed hiring process, it was concluded, instead, that additional members of the Personnel Committee would be invited to actively participate in the selection of the candidate to fill the vacant Clerk-Treasurer position. Ms. Eveland will notify the members of the next steps in the Clerk-Treasurer hiring process after the application deadline on January 18.

The interface of the Personnel Committee and Village staff when hiring will be revisited at a future Personnel Committee meeting(s).

5. **Closed Session** At 7:51 p.m., Ms. Albrecht proposed that the Committee adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility that require a closed session 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 (employee performance matters). The roll call vote was: Ms. Moeser– yes; Ms. Gulbrandsen – yes; Mr. Lampe – yes; Mr. Goldberg – yes; Ms. Stephenson– yes; Ms. Neeno-Eckwall– yes; Ms. Albrecht– yes. Ms. Eveland was asked to remain and Mr. Frantz joined the meeting.

Reconvene to Open Session At 9:12 p.m. the Committee returned 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. The roll call vote was: Ms. Moeser– yes; Ms. Gulbrandsen – yes; Mr. Lampe – yes; Mr. Goldberg – yes; Ms. Stephenson– yes; Ms. Neeno-Eckwall– yes; Ms. Albrecht– yes. While in Closed Session the Personnel Committee was notified of an employee issue.

6. **Next Meeting Date** Ms. Eveland asked the Committee members to expect a Doodle Poll about their availability to meet toward the end of January. Ms. Stephenson requested that the Poll specify both a beginning and ending time so she can better determine her availability on a given day. Ms. Eveland confirmed future Doodle Polls would include that information.
7. **Adjourn** Mr. Lampe moved and Ms. Moeser seconded a motion to adjourn at 9:17 p.m. Motion passed 7-0.

Respectfully submitted,

Cokie Albrecht
Personnel Committee Chair