

**Village of Shorewood Hills**  
**Personnel Committee**  
Approved Meeting Minutes  
Wednesday, January 24, 2022 6:30 p.m.

1. **Call to Order** Chairperson Cokie Albrecht called the virtual meeting to order at 6:32 p.m. Present, in addition to Ms. Albrecht, were Committee members Mary Gulbrandsen, Erica Moeser, Laura Stephenson, Alan Goldenberg, and Greg Lampe. Amy Neeno-Eckwall was excused. Also in attendance was Village Administrator Sharon Eveland.
  - a. **Note compliance with open meeting law** Ms. Eveland confirmed the meeting had been properly posted and noticed.
  
2. **Closed Session** At 6:34 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 (Clerk-Treasurer hiring). The roll call vote was: Ms. Moeser– yes; Ms. Gulbrandsen – yes; Mr. Lampe – yes; Ms. Stephenson– yes; Mr. Goldberg – yes; Ms. Albrecht– yes. Ms. Eveland was asked to remain.
  
3. **Reconvene to Open Session** At 6:58 p.m. Ms. Albrecht proposed returning 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; Ms. Stephenson– yes; Mr. Goldberg – yes; Ms. Albrecht– yes. While in closed session the Committee discussed the filling of the Clerk-Treasurer position.
  - a. **Clerk-Treasurer hiring** Ms. Eveland said she did not anticipate needing further direction from the Committee in the event the position has to be reposted.
  
4. **Administration Organizational Study Results** The Administration Organizational Study that consultants, Public Administration Associates (PAA), recently completed was included in today’s meeting packet for the members’ information/review. Ms. Eveland said the Committee will be asked to consider the Study’s recommendations in depth at a future meeting.
  - a. **Deputy-Clerk Treasurer** The PAA study recommends the creation of a full-time Deputy Clerk-Treasurer position in place of the currently unfilled half-time Administrative Assistant position. Ms. Eveland said the Board of Trustees received the study results at its meeting on January 18, 2022 and, in the interest of adequately staffing the Administrative office as soon as possible, authorized proceeding with filling a new Deputy Clerk-Treasurer position as suggested by PAA. The job will be posted soon.
  
5. **Compensation Study and Job Description Updates/Creation Project** The wage grid has not been updated since its creation in 2014. Ms. Eveland believes it is time to do a complete compensation study, including wages and benefits for all non-represented positions, and create/update job descriptions. A RFP has been posted with a due date in early February.

The Personnel Committee will then be asked to recommend a firm to the Trustees. Ms. Eveland expects the selected firm will complete its study in early July, 2022.

**6. Next Meeting Date – Options: February 7<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup>.**

Ms. Eveland will send a Doodle Poll to identify a date a quorum of the Committee is available to meet the second week of February.

**7. Adjourn** Mr. Lampe moved and Mr. Goldenberg seconded a motion to adjourn at 7:16 p.m. Motion passed unanimously.

Respectfully submitted,

Cokie Albrecht  
Personnel Committee Chair