

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Wednesday, February 16, 2022 7:00 p.m.

1. **Call to order** Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 7:00 p.m. Present, in addition to Ms. Albrecht, were Committee members Mary Gulbrandsen, Amy Neeno-Eckwall, Erica Moeser, Laura Stephenson, Greg Lampe and Alan Goldenberg. 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. **Review of Proposals for Compensation and Job Description Update with Recommendation to the Board** Ms. Eveland provided an overview of the three proposals received—from Public Administration Associates (PAA), GovHR, and Gallagher—to update the Village’s compensation plan and job descriptions. In Ms. Eveland’s ranking of the RFPs, PAA scored highest by a few points, in part because its cost was lowest. After discussion, the members concluded that though the GovHR proposal was more expensive, they anticipated it would provide the better end product. Ms. Gulbrandsen moved and Mr. Lampe seconded a motion to recommend to the Board of Trustees the selection of GovHR to undertake the Village’s compensation and job description update. Motion passed unanimously.

3. **Establish Regular Meeting Schedule – Possible: last Thursday of the month at 6:30 p.m.** After discussion, the Committee members agreed to establish a standing Personnel meeting date on the first Thursday of each month at 6:30 p.m.

4. **Next Meeting Date – March 10, 2022 6:45 pm**

5. **Adjourn** Ms. Neeno-Eckwall moved and Ms. Stephenson seconded a motion to adjourn at 7:47 p.m. Motion passed unanimously.

Respectfully submitted,

Cokie Albrecht
Personnel Committee Chair