

# AMENDED AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE

**Date and Time:** Thursday, March 10, 2022 – 6:45pm

**Location:** Virtual via Zoom

To register to speak on an agenda item, send an email to [info@shorewood-hills.org](mailto:info@shorewood-hills.org) before 8:00 am the day of the meeting detailing which item is of interest. Your comments may be limited to 3 minutes. Written comments on the agenda can be sent to [info@shorewood-hills.org](mailto:info@shorewood-hills.org) before 8:00 am the day of the meeting. Requests to speak and comments submitted after this date/time may not be able to be accommodated.

You can listen to the meeting by dialing: 1 312 626 6799 US (Chicago). Enter Meeting ID: 585 7717 8448 and Passcode: 101942

1. Call to Order
  - a. Note compliance with open meeting law
2. Approval of the Minutes –
  - a. January 12, 2022 (closed)
  - b. January 24, 2022 (closed)
  - c. February 9, 2022 (regular)
  - d. February 16, 2022 (regular)
3. Compensation Study Update – informational only
4. Personnel Manual – informational only
5. Role of Personnel Committee – possible action
6. Please take notice that the committee may 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 (Hiring Process Updates – PW Crewmember, Deputy Clerk-Treasurer, Forester)
7. Next Meeting Date – April 7<sup>th</sup>, 2022 – 6:30pm
8. Adjourn

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PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

**Village of Shorewood Hills**  
**Personnel Committee**  
Draft Meeting Minutes  
Wednesday, February 9, 2022 6:30 p.m.

1. **Call to order** Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 6:31 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. **Approve previous meeting minutes:**  
**January 12, 2022 (regular)**  
**January 12, 2022 (closed)**  
**January 24, 2022 (regular)**

The Committee agreed to table the minutes of the January 12, 2022 closed session. Ms. Gulbrandsen moved and Ms. Stephenson seconded a motion to approve the regular session minutes of January 12, 2022 and January 24, 2022. Motion passed unanimously.
  
3. **COVID vaccine or test policy** Ms. Eveland said that based on information from Dane County Public Health and in consultation with Shorewood Hills' counsel for employee issues, Steve Zach, she has decided to no longer require the two unvaccinated Village permanent employees to be tested weekly. The Village will, however, expect the Pool and summer recreation staff to either be vaccinated or test weekly. She believes this is prudent given those employees' close contact with the public. The requirement may change as the course of the pandemic evolves.
  
4. **Administrative Organizational Study and administrative job description updates**

Village consultant, Public Administration Associates' (PAA's), analysis of Shorewood Hills' administrative staff's responsibilities and workload concluded that a realignment of their duties/titles was warranted. In addition to the creation of the new Clerk-Treasurer and full-time Deputy Clerk-Treasurer positions, the study recommended that the current Administrative Services Manager/Deputy Clerk position would become the Assistant to the Administrator/Deputy Clerk and the Account Clerk position would be retitled Administrative Assistant. Ms. Eveland believes these job changes will better reflect the employees' duties while the realignment of some of their responsibilities will more efficiently allocate tasks among the administrative staff. Ms. Eveland has discussed the proposed changes with the current administrative personnel; they do not object to them. The consensus of the Committee was support for the recommended changes outlined in the PAA Organizational Study.
  
5. **Compensation Study and Job Description Updates/Creation Project** A copy of the Request for Proposals (RFPs) to complete an update of the Village's compensation plan and job descriptions was included in the Personnel meeting packet. The responses are due February 11, 2022. Ms. Eveland plans to score the RFPs received and to share her analysis

and ranking of them for the Committee's consideration. A Doodle Poll will be sent to the members to identify their availability the week of February 14, 2022 to review the RFPs and make a recommendation to the Board of Trustees.

- 6. Role of the Personnel Committee** Ms. Eveland outlined her vision of the role of the Personnel Committee going forward. She said she believes the responsibility of all Village Committees is to help the Board make policy decisions. The role of the Village Administrator and staff, then, is to implement those policies. Ms. Eveland includes updates to the Village's Personnel Policy Manual, union contract negotiations, staff organization, and department head hiring and firing, among the policy decisions about which the Personnel Committee would provide guidance. Conversely, Ms. Eveland believes the Administrator oversees the day-to-day affairs of the Village and typical personnel matters are a management responsibility, not a policy function. As such, she would like personnel management decisions, below the department head level, to be at the Administrator's discretion. This would include hiring and firing of staff, wage setting, discipline, and terminations. The topic will be discussed further at the next Personnel meeting. However, Ms. Eveland said the consideration of summer staff applicants will occur soon. To streamline that process, and avoid the loss of good potential employees due to delay, she would like the Personnel Committee to act this evening to recommend to the Board of Trustees that the Administrator will have hiring authority over seasonal staff. Ms. Moeser moved and Mr. Lampe seconded a motion to recommend to the Board of Trustees that the Village Administrator will have authority to make hiring decisions for part-time seasonal staff. Motion passed unanimously.
- 7. Current vacancies and updates on hiring** Ms. Eveland updated the Committee on the current vacancies in Village staff positions.

  - a. Police Officer:** A patrol officer will be leaving soon. The opening has been posted, with a February 17, 2022 application deadline. Police Chief Pharo may extend the deadline to build an eligibility list. He anticipates asking the Personnel Committee for assistance with interviews.
  - b. Clerk-Treasurer:** The Board of Trustees will hold a special meeting tomorrow to act on the recommended candidate.
  - c. Deputy Clerk-Treasurer:** The full-time position has been posted, with a February 18, 2022 deadline. The Personnel Committee's involvement will be identified closer to the closing date.
  - d. Forester:** In closed session at its last meeting, the Board of Trustees reviewed the information regarding the prior Forester, including his resignation, and was satisfied with the process. The recruitment to fill the position has begun.
  - e. DPW Crewperson:** A DPW crew member will be leaving soon; the opening has not been posted yet.
- 8. Next Meeting Date: Week of March 7, 2022**

Ms. Eveland asked the Committee members to anticipate receiving from her soon one email with two Doodle Polls included. These will be used to schedule upcoming meetings: the week of February 14, 2022 to discuss the RFPs received; and another for the next regular Personnel meeting the week of March 7, 2022.

**9. Adjourn** Mr. Lampe moved and Ms. Neeno-Eckwall seconded a motion to adjourn at 8:01 p.m. Motion passed unanimously.

Respectfully submitted,

Cokie Albrecht  
Personnel Committee Chair

**Village of Shorewood Hills**

**Personnel Committee**

**Draft 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