

**Village of Shorewood Hills
Personnel Committee**

Thursday, April 7, 2022 6:31 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 Erica Moeser, Alan Goldenberg, Greg Lampe and Mary Gulbrandsen. Laura Stephenson and Amy Neeno-Eckwall were excused. Also in attendance was Village Administrator Sharon Eveland, Clerk-Treasurer Sam Liebert and Parks Committee Members; Kathie Brock, Nancy Heiden and David Boutwell.

a. Note compliance with open meeting law

Ms. Eveland confirmed the meeting had been properly posted and noticed.

2. Approval of the Minutes

Motion by Lampe, seconded by Gulbrandsen to approve the Personnel Committee Minutes of March 10, 2022. Motion carried 5-0.

3. Reclassification of Staff Accountant/Administrative Assistant to Administrative Assistant

Ms. Eveland stated that the current Staff Accountant position will need to be updated due to the ongoing staff changes. With the addition of the Deputy Clerk-Treasurer position, many of the fiduciary functions have moved into that new role. Ms. Eveland stated that the new Administrative Assistant will perform some financial functions but will serve more of a front-line role in respect to customer service and supporting the other administrative positions.

Motion by Gulbrandsen, seconded by Lampe to accept and recommend the job description of Administrative Assistant, as presented by staff, to the village board for final approval.

Motion carried 5-0.

4. Administrative Assistant Hiring Ms. Eveland stated that she will be working quickly to fill this position, as the current holder of the position is retiring June 10.

5. Closed Session

Motion by Albrecht, seconded by Lampe to 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 (Deputy Clerk-Treasurer, PW Crewmember, and Forester hiring), and to include Administrator Sharon Eveland, Clerk-Treasurer Sam Liebert and Parks Committee Members; Kathie Brock, Nancy Heiden and David Boutwell.

A roll call vote was taken.

The motion passed 5-0.

The Personnel Committee went into Closed Session at 6:49 pm.

6. Next Meeting Date – May 5th, 2022 – 6:30 pm

7. Adjourn

The Personnel Committee Adjourned from Closed Session at 7:47 pm.

Respectfully submitted,

Samuel E. Liebert
Village Clerk-Treasurer