

**Village of Shorewood Hills
Personnel Committee**

Thursday, May 5, 2022 6:33 p.m.

1. **Call to Order** Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 6:32 p.m. Present, in addition to Ms. Albrecht, were Committee members Erica Moeser, Laura Stephenson, Alan Goldenberg, Greg Lampe and Amy Neeno-Eckwall. Mary Gulbrandsen 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. **Status of Recent Hires** Ms. Eveland reviewed the results of the hiring recommendations the Personnel Committee made to the Board of Trustees at the April meeting: Adam Lohrmann was hired as Village Forester; Heather Meyer declined the offer of the Deputy Clerk-Treasurer position and Chrissy Kahl was selected; Matt Brosemle declined the DPW crew position and Nick Bybee was hired instead.
3. **Full-Time Hiring Standard Operating Procedures** Ms. Eveland said that she has reconsidered moving ahead with changing the Village's hiring procedures at this time. She had initially proposed delegating the hiring of all staff, excluding department heads, to the Village Administrator. Ms. Eveland now thinks that it would be prudent, for the time being, to continue to use the current hiring process, with Personnel members involved in the selection of future employees. The consideration of any potential changes to the members' role in hiring will be delayed until the entire Personnel Policy Manual is revised/updated by the Committee, starting later this year. Committee members expressed the need for clarity about the Personnel Committee's role in hiring and its relationship to the Board and other Village Committees. The conclusion was that those important topics would be addressed specifically and holistically when the Personnel Policy Manual is revised. In the interim, the Committee members will continue to participate in the selection of all full-time employees.
4. **Hiring Schedule for Administrative Assistant** Nancy Kolberg, the current Accounting Clerk, will retire mid-June. The position opening, revised to "Administrative Assistant," has been posted, with applications due May 9, 2022. Ms. Eveland anticipates interviewing the candidates on May 19, 2022/the week of May 23, 2022. Personnel Committee members will be polled about their availability to participate in interviews when a date(s) is identified. A recommendation to the Board of Trustees of the candidate to hire is expected to be made at the June Personnel Committee meeting.
5. **Levy Referendum** Ms. Albrecht informed the Personnel Committee of the Shorewood Hills Trustees' on-going conversation about the advisability/need to ask voters, via a referendum question on the ballot in November, if they would agree to exceeding the Village's state-imposed levy limit. Ms. Albrecht explained that the amount any municipality can collect in property taxes annually is restricted by statutory levy limits. The formula for calculating the limit is tied to net new construction in the municipality; since Shorewood Hills is largely built-out, net new construction here is minimal, meaning only small increases in the Village's general operating budget are allowed annually. Although the decision to include the question on the November ballot will rest with the Village Board, Ms. Albrecht

said she wanted the Personnel Committee members to be aware that it is being discussed and that they may be hearing more about it in the upcoming months.

6. **Closed Session** At 7:33 Ms. Albrecht moved and Mr. Lampe seconded a motion to go into 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 bonus and Department of Public Works Crew vacancy). The roll call vote was: Ms. Moeser– yes; Ms. Neeno-Eckwall – yes; Mr. Lampe – yes; Ms. Stephenson– yes; Mr. Goldberg – yes; Ms. Albrecht– yes. Ms. Eveland was asked to participate in the closed session.
7. **Confirm the Personnel Committee’s next meeting date will be Thursday, June 2, 2022 at 6:30 p.m.**
8. **Adjourn** Ms. Stephenson moved and Ms. Moeser seconded a motion to adjourn at 8:08 p.m. Motion passed unanimously.

Respectfully submitted,

Cokie Albrecht
Personnel Committee Chair