

Village of Shorewood Hills
Personnel Committee
Tuesday, June 14, 2022 4:30 p.m.

1. **Call to Order** Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 4:30 p.m. Present, in addition to Ms. Albrecht, were Committee members Erica Moeser, Greg Lampe and Mary Gulbrandsen. All other members were 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. **Possible approval of Deputy Clerk-Treasurer Position**

Ms. Eveland gave an overview of the new Deputy Clerk-Treasurer position. She explained the process of taking this description to the Personnel Committee and Village Board for approval.

Discussion was had by the committee.

Ms. Albrecht shared a few suggested changes to the description.

Motion by Gulbrandsen, seconded by Lampe to authorize the Village Administrator and Chairperson Albrecht to finalize the job description and present the final description to Village Board for approval. Motion carried 4-0.

3. **Closed Session**

Motion by Albrecht, seconded by Gulbrandsen 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 (Administrative Assistant Hiring), and to include Administrator Sharon Eveland in Closed Session

A roll call vote was taken.

The motion passed 4-0.

The Personnel Committee went into Closed Session at 4:44 pm.

The Personnel Committee returned to Open Session at 4:52 pm.

Motion by Albrecht, seconded by Lampe to recommend to the Village Board the hire of Teresa Brommer as the Administrative Assistant and to authorize the Village Administrator to negotiate the wage rate with the candidate. Motion carried 4-0.

4. Adjourn

The Personnel Committee Adjourned at 4:53 pm.

Respectfully submitted,

Samuel E. Liebert
Village Clerk-Treasurer