

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PERSONNEL COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL**

**Village of Shorewood Hills
Personnel Committee**

Thursday, June 2, 2022 6:30 p.m.

1. **Call to Order** Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 6:30 p.m. Present, in addition to Ms. Albrecht, were Committee members Erica Moeser, Laura Stephenson, Greg Lampe, Amy Neeno-Eckwall and Mary Gulbrandsen. Also in attendance was Village Administrator Sharon Eveland and Village Clerk-Treasurer Sam Liebert.
 - 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 Moeser, seconded by Neeno-Eckwall to approve the Personnel Committee Minutes of April 7, 2022 and May 5, 2022. Motion carried 6-0.

3. **Hours of Operation Pilot**
Ms. Albrecht gave an update on the pilot program of changed hours over the last nine months for village staff.

Ms. Eveland stated that she will put together a survey to the residents to gauge their thoughts on the changed hours for village staff.

Discussion was had by the committee. No action was taken.

4. **New Police Officer Hired**
Ms. Eveland stated that there was communication disconnect when it came to the recent hiring of our new police officer, and the hire did not make it to Personnel Committee. There were members of this committee on the hiring committee. Going forward, there will be better communication and ensuring the process is followed. The Village Board did approve the hiring of Michelle Curtis as the new full-time police officer.

Discussion was had by the committee. No action was taken.

5. **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

Public Works Hiring), and to include Administrator Sharon Eveland, Clerk-Treasurer Sam Liebert in Closed Session.

A roll call vote was taken.

The motion passed 6-0.

The Personnel Committee went into Closed Session at 6:52 pm.

The Personnel Committee returned to Open Session at 7:32 pm.

6. Next Meeting Date

Ms. Eveland stated that she will send out a doodle-poll to set a date for the next meeting.

7. Adjourn

Motion by Neeno-Eckwall, seconded by Albrecht to adjourn.

Motion carried 6-0.

The committee adjourned at 7:35pm.

Respectfully submitted,

Samuel E. Liebert
Village Clerk-Treasurer

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
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**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

DRAFT

Total Respondents	77
Resident or Business Owners Respondents	72

(Out of 72 Res. Or B.O. Respondents)				
Completely satisfied	Yes	No	Total	% Positive
	47	22	69	68.1

Level of Satisfaction			% of this	% of Total
	21		?	
Extremely Dissatisfied	5		23.8	6.9
Somewhat Dissatisfied	9		42.9	12.5
Neither Satisfied nor Dissatisfied	0		0	0
Somewhat Satisfied	7		33.3	9.7

Negatively Affected (21 Respondents)	Yes	No	% neg this ?	% neg total resp.
	13	8	61.9	18.0

Should V.H. hours of op be adjusted?	Yes	No
	18	1

Perceived decrease in PW or Forestry services/quality:	Yes	No
	3	61

Support continued modified hours for PW/Forestry	Yes	No
	50	9

Default Report

Hours of Operation

July 7th 2022, 2:54 pm EDT

Q5 - Please briefly explain how you have been negatively affected by the reduced hours of accessibility to Village Hall.

Please briefly explain how you have been negatively affected by the reduced hours of accessibility to Village Hall.

The staff should be available to the residents during regular hours. The residents make a substantial investment in staff, and staff traditionally have been available at hours that serve the residents.

I looked at the website to see when the village hall was open and it said until 5, and then I got there and it was closed. I don't get off of work until later so there's no way I can go to the village hall during its reduced hours.

It would be nice if there were one day which would be open as late as 5-5:30, to accommodate working Village members

unable to do any business at Village Hall unless am not working that day.

The Village as a municipal form of governance exists to provide services to Village residents and businesses. As a service provider, my view is that Village Hall should be open for business 5 days a week with regular 8-4 PM'ish hours (even it was just staffed with a skeletal crew on Friday afternoon).

I've had business on Friday afternoons and was not able to reach an employee.

I came after noon on Friday a couple of times. Once was for MedDrop. Not a big problem.

staff unavailable when I require assistance on a Friday, an air of "don't bother us, we're busy' and finally not feeling residents are getting their monies worth

Seems like I keep Thinking of things I need To do around noon on a Friday!

I believe it would be good to have the village office staffed just one evening a week past 5pm for people who work but need a face to face meeting with administrator. Or stop in for some guidance. I think the other offices schedules work great like public works, forestry ect...

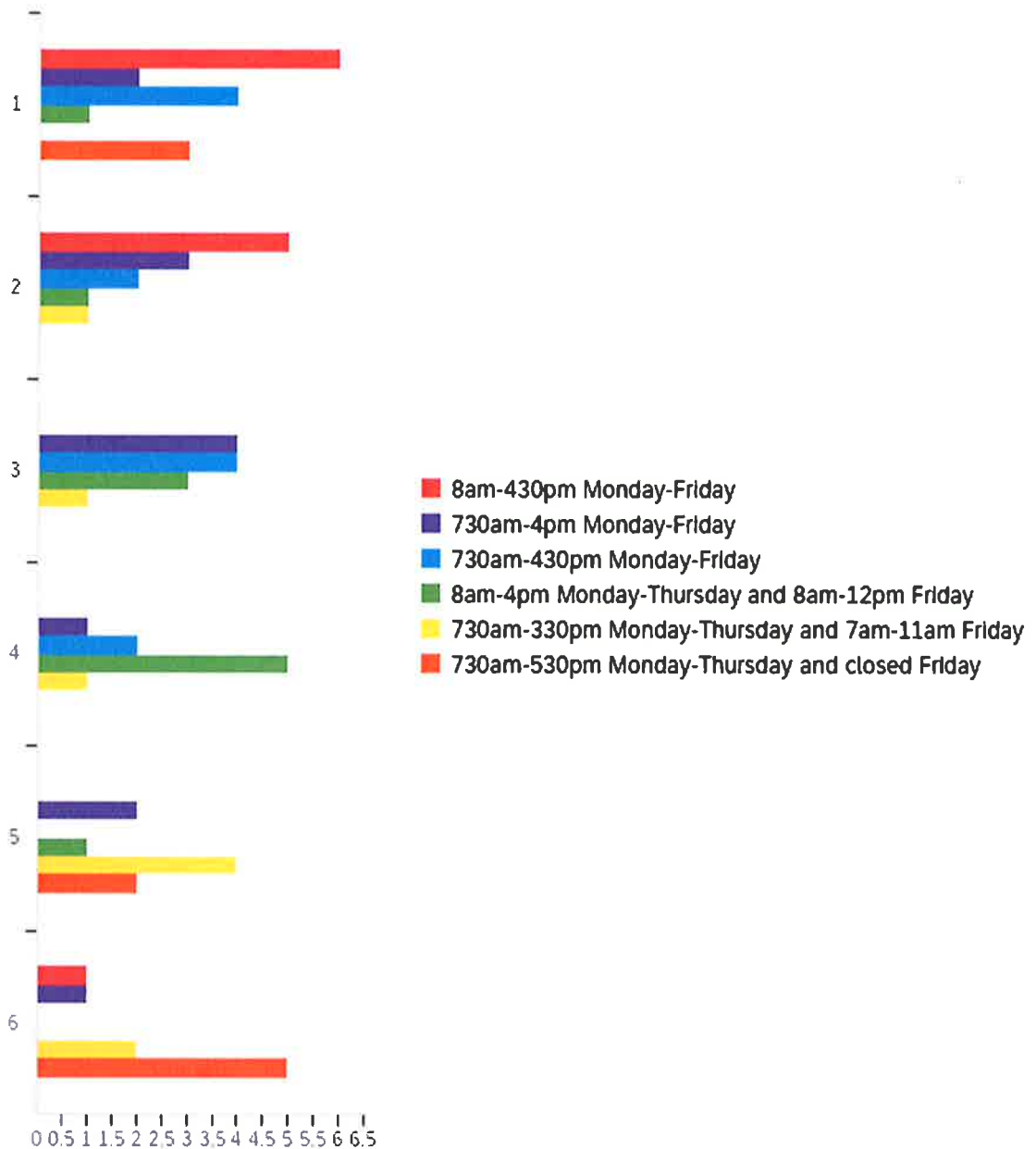
Closing before 5 PM during the week (and noon on Fridays) is crazy. The limited service village residents receive is one clear argument to dissolve the village and be incorporated into Madison, a municipality with the capacity to serve its residents better.

Default Report

Hours of Operation

July 7th 2022, 2:56 pm EDT

Q7 - Below are some options for hours of operation. Please rank your preference for when Village Hall should be open to the public.



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	8am-430pm Monday-Friday	1.00	6.00	1.83	1.34	1.81	12
2	730am-4pm Monday-Friday	1.00	6.00	3.08	1.49	2.22	13
3	730am-430pm Monday-Friday	1.00	4.00	2.33	1.11	1.22	12
4	8am-4pm Monday-Thursday and 8am-12pm Friday	1.00	5.00	3.36	1.07	1.14	11
5	730am-330pm Monday-Thursday and 7am-11am Friday	2.00	6.00	4.56	1.26	1.58	9
6	730am-530pm Monday-Thursday and closed Friday	1.00	6.00	4.30	2.19	4.81	10

#	Question	1	2	3	4	5	6	Total
1	8am-430pm Monday-Friday	50.00% 6	41.67% 5	0.00% 0	0.00% 0	0.00% 0	8.33% 1	12
2	730am-4pm Monday-Friday	15.38% 2	23.08% 3	30.77% 4	7.69% 1	15.38% 2	7.69% 1	13
3	730am-430pm Monday-Friday	33.33% 4	16.67% 2	33.33% 4	16.67% 2	0.00% 0	0.00% 0	12
4	8am-4pm Monday-Thursday and 8am-12pm Friday	9.09% 1	9.09% 1	27.27% 3	45.45% 5	9.09% 1	0.00% 0	11
5	730am-330pm Monday-Thursday and 7am-11am Friday	0.00% 0	11.11% 1	11.11% 1	11.11% 1	44.44% 4	22.22% 2	9
6	730am-530pm Monday-Thursday and closed Friday	30.00% 3	0.00% 0	0.00% 0	0.00% 0	20.00% 2	50.00% 5	10

Default Report

Hours of Operation

July 7th 2022, 2:56 pm EDT

Q8 - Please share any additional comments or feedback regarding your opinion of the Village Hall pilot hours of operation.

Please share any additional comments or feedback regarding your opinion of the Village Hall pilot hours of operation.

1 is preferred — 6 is least preferred

They're doing a great job! Definitely deserve a raise.

Only one day with late hours for working attendees

Village employment should not be a lifestyle job. Ordinary people - and there are more and more of them have to work from 8-430. There should be at least one day a week with late hours. Why are Village employees only working 36 hr/week?

Please put a reminder in the bulletin monthly

It is good for me.

I've never been to the building or talked to anyone there. I either used the drop box or the mail to send checks

Now that the drop box can't be used for absentee ballots (or other items during a pre-election period), it seems especially important for the Village Hall to remain open 5 days a week, even if only to accept mail on those days.

I am retired, so these hours are ok with me, but for those who work, it might not be convenient/accessible.

The current hours are fine, if we are restricted to weekday only. However, I would like to advocate for some availability during hours that would be convenient for working people. Such as—one weekday evening 6-8, or a Saturday morning 8-10, for example.

My only opinion is that the village hall should be open well after or before business hours on ONE day a week during the period where absentee ballots have been distributed to receive absentee ballots in person (as required by current state law) from people who work. Like, open at 5am or stay open until 9pm or something. Even just one or two days during the return period, not even every week.

The new hours have made no difference to me. If they are preferable to the employees of the village, I support them.

Thanks for asking and sending this Survey out!

Businesses do not close during normal business hours. I understand there will be a compensation review that may result in a wage increase. Also, the possible increase in taxes leads one to believe, we will be getting less service for increased costs.

Although I missed the Friday afternoon hours a couple of times, the current hours are good enough, if they benefit the village staff.

Having at least one person in the office on a Friday would be appreciated.

I was unaware of the pilot study so I do not know what will compare to. Residents that work all day may find this schedule differently than retirees or from some workers with flexible schedules.

why can't staff stagger their hours so that at least one person each from office and crew are available M-F 7:30-4:30 core hours (not just on call) and the rest of the staff can alternate either full or half day off with hours adjusted accordingly? If the point is a long weekend, then what's wrong with Monday AM off as opposed to Friday PM? I don't feel really strong about this but it would be nicer if there were someone available each day. I can live with half Friday but please don't close all of Friday. Change is always hard; I'm getting used to half day Friday. I'm answering No to the decrease in services because it does seem like you all have been swamped what with changes in personnel etc. so things have been harder to get done (but it seems to be improving)

The Village Hall should be open on the Friday afternoon before every election.

I don't have an opinion on hours other than one day a week or maybe a couple days a month scheduled later, maybe til 6

It's actually crazy that at no time will the village apparently contemplate having employees work normal 9-5, M-F hours.

I am not always clear who to contact about certain areas of concern/need. Other than that, though, the VOSH staff are generally responsive and helpful.

I think public works and forestry should pick the hours that work best for them and their schedules. It doesn't affect me if they want to start at 6 versus 7 versus 8, or if they want to work four slightly longer days versus five slightly shorter days.