

**Village of Shorewood Hills
Personnel Committee
Thursday, July 11, 2022 6:00 p.m.**

1. **Call to Order** Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 6:03 p.m. Present, in addition to Ms. Albrecht, were Committee members Erica Moeser, Laura Stephenson, Amy Neeno-Eckwall and Mary Gulbrandsen. Greg Lampe was excused. 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 Stephenson, seconded by Gulbrandsen to approve the Personnel Committee Minutes of June 2, 2022 and June 14, 2022. Motion carried 5-0.

3. **Update on personnel vacancies, recruitment, recent starts**

Ms. Eveland stated that village hall administration is now fully staffed. Public Works currently has a vacancy. Hoping there will be a recommended applicant to the committee at the August meeting. There is a new vacancy with the Police Department, and we will have that posted soon. The Police Department Administrative Assistant position will also be posted soon.

Gulbrandsen stated that she would like to see an exit interview process in the future on why officers are leaving.

Ms. Eveland stated that she hopes to host a 'meet and greet' with the community and new staff in the near future. The village has also recently hired a new Assistant Forester, Vicente Garcete.

4. **Discussion/possible action regarding Hours of Operation Survey Results**

Ms. Eveland gave an overview and presentation on the results of the Hours of Operation survey that was with the agenda packet materials. Ms. Eveland stated that there was some confusion from the public, that staff were only working 36 hours a week; this is not true. Staff work 40 hours minimal, and most salaried staff work many hours beyond that. We should increase communication with the public, that they can meet with staff outside the normal operating hours with an appointment ahead of time. Village Hall is open late during election time as required, including the Saturday before an election. Recommends working with staff to develop a plan for two days a month to have Village Hall open until 6:00 pm.

Discussion was had by the committee.

Stephenson stated that we should consider the small number of comments about hours outside the normal operating times.

Moeser stated that we should not make our decision solely on the survey results. The pool of residents who responded was small.

Gulbrandsen asked what other communities have for open hours.

Ms. Eveland responded that it varies across the board and each community is unique for their hours of operation and do what works best for them.

Gulbrandsen stated that public works employees have done phenomenal work, especially recently with storms in the village. The hours seem to work for them, and they are made available as other situations arise.

Albrecht stated that she supports the hours as is.

Motion by Moeser, seconded by Gulbrandsen to make the pilot hours for the Public Works and Forestry staff permanent and to make the pilot access hours for Village Hall permanent except that Village Administrator shall review these hours annually to confirm they meet the needs of the community and shall take steps necessary to ensure the public is aware of these hours and the ability to request appointments outside of the hours of access.

Motion carried 4-1.

(Stephenson opposed)

5. Discussion/possible action regarding 2023 Cost of Living Adjustment

Ms. Eveland gave an update on the current position of the Village and levy limits. Would like to know where the committee is at as we head towards the budget process in regard to COLA increases, bonuses or additional vacation time. The Finance Committee is looking for alternative ways to reward employees during these tough times of high inflation. Considering 2.5-3% COLA increases.

Discussion was had by the committee.

Moeser stated she hopes the Finance Committee can come up with 2.5-3% COLA and step increases. Does not support adding vacation time or bonuses.

Neeno-Eckwall stated that she agrees with Moeser. The private sector is not attempting to make up for the large rise in inflation as it is expected to come down. Is against adding vacation time and bonuses.

Albrecht stated she does not support bonuses or additional vacation time.

Stephenson stated that she considers this a finance matter and would support a 2.5-3% COLA increase.

Ms. Eveland stated that any pay increases are dependent on the referendum.

6. Discussion regarding Personnel Manual Overhaul

Ms. Eveland stated that the Personnel Manual needs to start from scratch. She plans to use the manual from her last community, Clintonville, as a template. Plans to have a draft copy to the committee within two months. Plan to start having conversations in November. This will be a long process.

Discussion was had by the committee.

7. Closed Session

Motion by Albrecht, seconded by Stephenson 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 (Compensation Study), and to include Administrator Sharon Eveland, Clerk-Treasurer Sam Liebert and PAA Staff Member Dave Tebo in Closed Session.

A roll call vote was taken.

The motion passed 5-0.

The Personnel Committee went into Closed Session at 7:18 pm.

The Personnel Committee Adjourned at 8:42 pm.

Respectfully submitted,

Samuel E. Liebert
Village Clerk-Treasurer