

**Village of Shorewood Hills
Personnel Committee
Thursday, August 4, 2022, 6:30 pm.**

1. Call to order

Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 6:30 pm. Present, in addition to Ms. Albrecht, were Committee members, Mary Gulbrandsen, Erica Moeser, Laura Stephenson. and Greg Lampe. Also in attendance was Village Administrator Sharon Eveland. Members Absent: Amy Neeno-Eckwall.

a. Note compliance with open meeting law

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

2. Approval of the Minutes

Action was not taken on the minutes at this time and would come to a future meeting because the closed session minutes are not yet available.

Stephenson said she would email Ms. Eveland some edits.

3. Update on personnel vacancies, recruitments, recent starts

Ms. Eveland stated that the interviews for the Police Department are happening on the 18th. Hope to have a recommendation to the committee for the September meeting. There were five applicants for the police administrative assistant position and three for the police officer position.

4. Personnel Manual Overhaul

Ms. Eveland stated that the Personnel Manual binders are available as well as a draft. They can be picked up at village hall. Would like members to review the materials and start taking notes and writing down questions or ideas they may have.

5. Compensation Study Full Report Debriefing

Ms. Eveland stated that the village board decided to implement the new wage grid effective immediately and directed her to come back with wage adjustments. There are some recommendations from PAA regarding some positions and the wage grid. The information is the same that the committee received last month.

Ms. Albrecht asked if any other recommendations from PAA will be coming forth.

Ms. Eveland stated there was no intention of taking action this evening.

6. Discussion/Possible Action Regarding Job Descriptions

Ms. Eveland stated the job descriptions in the packet: Village Administrator, Clerk-Treasurer and Administrative Services Coordinator need recommendation to the village board. This will formalize the job positions.

Discussion was had.

Ms. Stephenson asked if the consultants had any say or input in these job descriptions.

Ms. Eveland stated yes, they did. They took information from our questionnaires, existing job descriptions and worked the initial drafts. Would like the committee to review these positions and make sure things make sense and serve as a second set of eyes.

Ms. Albrecht recommended some changes to the positions in regard to interaction with the public as part of their jobs. She recommended members email Sharon any edits or thoughts they may have.

Ms. Eveland stated she will send out a Word document for committee members to make track changes and send back to her.

7. Closed Session

- 8.** 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 (PW Crewmember Hiring, Step Adjustments for Employees, & Wage Grid Appeal) and to allow for Village Administrator Sharon Eveland to join the committee in closed session.

A roll call vote was taken.

Motion passed 5-0.

The committee went into closed session at 7:04 pm.

9. Adjourn from Closed Session

Respectfully submitted,

Samuel E. Liebert
Village Clerk-Treasurer
(Minutes taken from recording)