

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

**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

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**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: Mary Gulbrandsen 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 18<sup>th</sup>. 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 me 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

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**Village of Shorewood Hills**

**Personnel Committee**

Wednesday, August 10, 2022, 7:00 pm.

**1. Call to order**

Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 7:00 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: Mary Gulbrandsen and Amy Neeno-Eckwall.

**a. Note compliance with open meeting law**

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

**2. Closed Session**

Motion by Albrecht seconded by Lampe 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) and to have Village Administrator Sharon Eveland join the committee in Closed Session.

**3. Adjourn from Closed Session**

Respectfully submitted,

Samuel E. Liebert  
Village Clerk-Treasurer

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**Village of Shorewood Hills  
Personnel Committee**

Wednesday, September 14, 2022, 5:00 pm.

**1. Call to order**

Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 5:01 pm. Present, in addition to Ms. Albrecht, were Committee members, Mary Gulbrandsen, Erica Moeser and Greg Lampe. Also in attendance were Village Administrator Sharon Eveland and Village Clerk-Treasurer Sam Liebert. Members Absent: Mary Gulbrandsen Amy Neeno-Eckwall, Laura Stephenson.

**a. Note compliance with open meeting law**

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

**2. Closed Session**

Motion by Albrecht, seconded by Lampe 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 Candidate, PD Admin Assistant Candidate, PD Officer Retention Agreement), and to include Village Administrator Sharon Eveland and Clerk-Treasurer Sam Liebert in Closed Session.

A roll call vote was taken.

Motion carried 4-0

The committee went into closed session at 5:04 pm.

**3. Adjourn from closed session**

The committee adjourned from closed session at 5:38 pm.

**Next Meeting Date – October 6, 2022 – 6:30 pm**

Respectfully submitted,

Samuel E. Liebert  
Village Clerk-Treasurer