

Village of Shorewood Hills
Personnel Committee
Meeting Minutes
Thursday, October 6, 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 Mary Gulbrandsen, Laura Stephenson, Greg Lampe and Revere Greist. Erica Moeser and Amy Neeno-Eckwall were excused. Also in attendance was Village Administrator Sharon Eveland. Village resident Marilyn Townsend joined the meeting later as a guest. Since this was Mr. Greist's first Personnel Committee meeting, he and the other attendees took a few minutes to introduce themselves.
 - a. **Note compliance with open meeting law** Ms. Eveland confirmed the meeting had been properly posted and noticed.

2. **Approve previous meeting minutes** Ms. Gulbrandsen moved and Mr. Lampe seconded a motion to approve the minutes of the Personnel Committee meetings of July 11, August 4 and September 14, 2022. Motion passed unanimously. The August 10, 2022 minutes included in the packet were disregarded since the meeting did not have a quorum and no action was taken.

3. **Update on personnel vacancies, recruitments, recent starts** Ms. Eveland reported the new DPW crewmember, Mat Brosemle, started employment with the Village on Monday, October 3, 2022. The new Police Department Administrative Assistant, Jan Hartwig's, first day will be October 31, 2022. Interviews to fill a Police Officer and CSO vacancy will be held on Saturday, October 15, 2022. Police Chief Jeff Pharo is seeking Personnel Committee members to serve on the interview panels for those positions.

4. **Clothing allowance for part-time forestry assistant** Ms. Eveland suggested a \$150 winter clothing allowance for the part-time forestry assistant. Although the amount is nominal, because the Personnel Policy Manual currently does not address a clothing allowance for part-time workers, she requested the Personnel Committee's authorization of the expenditure. Ms. Eveland anticipates a policy on the clothing allowance will be considered when the Manual is updated. Ms. Gulbrandsen moved and Mr. Greist seconded a motion to approve a clothing allowance of \$150 to be paid to the part-time forestry assistant. Motion passed unanimously.

5. **2023 COLA and Step Adjustments**
 - a. **Possible alternative compensation options**

Ms. Eveland listed the assumptions she used when estimating personnel costs for 2023 budgets: the referendum to exceed the levy limit would pass; as in prior years, the Board would approve a one-step adjustment for employees on the wage grid; the proposed step adjustments for identified employees would be implemented; and a cost of living adjustment (COLA) of 1.75% to 3.0% would be applied to the wage grid. Regarding the appropriate COLA percentage, Ms. Eveland suggested two alternatives: apply a larger COLA to the wage grid OR select a lower percentage increase and offer staff an "inflation relief payment." Ms. Eveland noted the high inflation currently affecting the economy and employees' personal budgets will abate at some time while a larger COLA applied to the wage grid would have a lasting impact on future salaries. The inflation

relief payment would be a one-time cash payment this year, financed by an anticipated 2022 budget surplus. It would be designed to acknowledge the high cost of living Village employees are dealing with now but would not be an on-going wage increase. Ms. Eveland also suggested an option of allowing employees to select additional time off in lieu of a step wage increase. She anticipated that two employees may be interested, saving the Village approximately \$7,500 in 2023.

Ms. Gulbrandsen moved and Mr. Lampe seconded a motion to recommend to the Board of Trustees a one-step increase for all employees on the grid for 2023 wages. Motion passed unanimously. Later in the meeting Ms. Eveland clarified that she would recommend to the Board that the one-step increase for 2023 would be available to employees hired before September 1 of this year.

Mr. Lampe moved and Ms. Gulbrandsen seconded a motion to notify the Board of Trustees that the Personnel Committee agrees in principle with the idea of offering employees the option of selecting time off over a step increase, pending further investigation of its impact on staff workload and Village services. A final recommendation would be provided when those details were sorted out. Motion passed unanimously.

Mr. Lampe moved and Ms. Gulbrandsen seconded a motion to recommend to the Board a one-time inflation relief payment in 2022 of a minimum of \$500 to full-time employees and a minimum of \$250 to regular part-time employees. The Committee further recommended a COLA of 2% to be applied to the wage grid for 2023. Motion passed unanimously.

6. **Adjourn** Mr. Greist moved and Ms. Stephenson seconded a motion to adjourn at 8:06 p.m. Motion passed unanimously.

Respectfully submitted,

Cokie Albrecht
Personnel Committee Chair