

***AMENDED* AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE**

Date and Time: Thursday, November 3, 2022, 6:30pm

Location: Virtual via Zoom

To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am the day of the meeting detailing which item is of interest. Your comments may be limited to 3 minutes. Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am the day of the meeting. Requests to speak and comments submitted after this date/time may not be able to be accommodated.

You can listen to the meeting by dialing: 1 312 626 6799 US (Chicago). Enter Meeting ID: 812 6563 9493 and Passcode: 965763

1. Call to Order
 - a. Note compliance with open meeting law
2. Public Forum – This is an opportunity for community members to speak to the Personnel Committee. No discussion may occur at this time except that a committee member may request to add an item to the agenda in the future. Speakers may be limited to three minutes.
3. Approval of the Minutes – October 6, 2022
4. Update on personnel vacancies, recruitments, recent starts – Nothing to report
5. Report on Finance Committee discussion regarding 2023 COLA, Step Adjustments, and Inflation Relief Payment
6. Update on Referendum
7. Discussion/Possible Action Organizational Structure and Chart
 - a. Charter Ordinance to combine Offices of Clerk and Treasurer
 - b. Make Clerk-Treasurer a Department Head position for the Administrative Department
 - c. Make Forester a Department Head position for the Forestry Department
 - d. Reclassify Administrative Services Manager as the Administrative Services Coordinator
 - e. Reclassify the Public Works Crew Chief as the Public Works Superintendent
8. Future Agenda Items - These items are not intended to be discussed. They are intended to be a running list of projects/issues that the committee will take up in the future. Committee members may request that an item be added to the next agenda or to this list during the meeting but no discussion of those items may be had.
 - a. Personnel Manual – December/January
 - b. Performance Evaluations
 - c. Other?
9. Please take notice that the committee may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment, promotion,

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

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 (Police Officer Candidate/Clerk-Treasurer Vacancy)

10. Return from closed session
11. Discussion/Possible Action regarding Clerk-Treasurer Vacancy

Next Meeting Date – December 1, 2022, 6:30pm

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