

Village of Shorewood Hills
Personnel Committee
Meeting Minutes
Thursday, February 2, 2023 - 6:30pm
Location: Virtual via Zoom

1. **Call to Order:** Chair Cokie Albrecht called the meeting of the Personnel Committee to order at 6:31pm. Present, in addition to Albrecht, were Committee members Mary Gulbrandsen (at 6:37pm), Laura Stephenson, Greg Lampe, and Revere Greist. Erica Moeser was absent. Also in attendance was Village Administrator Sharon Eveland and Deputy Clerk-Treasurer Chrissy Kahl. Resident Marilyn Townsend was also in attendance.
 - a. **Note compliance with open meeting law:** Eveland confirmed the meeting had been properly posted.

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:** Marilyn Townsend spoke. She thanked the committee members for serving on this committee and encouraged the committee to meet with staff sooner than later if nothing more than introducing themselves to staff.

3. **Approval of the minutes – December 1, 2022:** Lampe moved, Greist seconded to approve the minutes of the Personnel Committee meeting of December 1, 2022 as presented. Motion carried (4-0).

4. **Administrator Update by Eveland**
 - a. Personnel vacancies, recruitments, recent starts: Recruitment for the Clerk-Treasurer position; will conduct interviews on February 13th. Albrecht and Greist will participate. Then there will be a special Personnel Committee meeting on February 16th to make a recommendation to the Village Board for approval at the Village Board meeting on February 21st. Expected beginning date for the approved Clerk-Treasurer would be early to mid-March. Chief Pharo is working on CSO position recruitment. The Police union contract was approved for a 3-year contract.

5. **Personnel manual revisions:**
 - a. Discussion may cover the Introductory Matters and Series 000, 100, and 200 but priority focus will be on Introductory Matters, Series 000, and Policies 103 and 105: The committee discussed the introductory matters and series listed above and made recommendations to Administrator Eveland.

- 6. Future Agenda Items - These items are not intended to be discussed. They are intended to be a running list of projects/issues that the Personnel 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.**
 1. Job Descriptions – Administrator will work on with Chair and bring to Committee when ready for review
 2. Role of Personnel Committee – March
 3. Performance Evaluations – March/April
 4. Other?

- 7. March Meeting Date** – move to March 9th? Gulbrandsen and Lampe can't make it. Eveland will look at a different date and send out a Doodle poll.

- 8. Special Meeting Date** – February 16, 2023, at 6:30pm via Zoom to make a recommendation to the Village Board for a Clerk-Treasurer hire.

- 9. Adjourn:** Gulbrandsen moved, Greist seconded to adjourn at 8:09pm

Respectfully submitted by,

Chrissy Kahl
Deputy Clerk-Treasurer