

Village of Shorewood Hills
Personnel Committee
Meeting Minutes - APPROVED
Tuesday, April 11, 2023 – 5:00pm
Location: Virtual via Zoom

1. **Call to Order:** Chair Cokie Albrecht called the meeting of the Personnel Committee to order at 5:02 pm. Members present: Cokie Albrecht, Mary Gulbrandsen, Laura Stephenson, Greg Lampe and Erica Moeser. Members absent: Revere Greist. Also in attendance: Village Administrator Sharon Eveland and Clerk-Treasurer Julie Fitzgerald.
 - 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:** No public comments.

3. **Approval of Minutes**
 - a. **February 2, 2023:** Eveland noted that in Item #5, the Committee did not recommend taking that discussion to the Village Board at this time. Requested that the end of the last sentence “to take to the Village Board for approval” be stricken from the record.
 - b. **February 16, 2023:** Stephenson wanted to clarify the last sentence of Item #3 discussing funding for officer sign-on bonus funding to read: “This bonus of \$3000-\$5000 depending on experience is not budgeted for *but is able to be covered by funds due to vacant positions* and would have a contracted time attached.”
M/S Stephenson/Lampe to approve the minutes of February 2, 2023, and February 16, 2023, as amended. Motion carried. (5-0)

4. **Administrator Update**

Eveland informed the Committee that Fitzgerald, the new Clerk-Treasurer, is on board and doing well in her new position. Officer Bartels and the new CSO Reynolds have started working and Officer Schwarz will be starting on Monday 4/17/23. This now makes the Police Department fully staffed. The open position in the DPW was posted this week. A special employment bulletin is being developed to help find summer help. Stephenson wants to make sure that the staff is introduced to the citizens. Eveland recommended organizing an event this summer.

5. **Personnel Manual Revisions**
 - a. **Questions on changes from previous meeting:** Committee discussed minor wording changes. Stephenson suggested that a record of new policies vs. revision to existing policies be developed as this updating process continues. Eveland informed the Committee that she has already started one and is continuing to update.
 - b. **All 200-series and 300-series policies:** The Committee discussed items in series 200 and 300 and made recommendations to Administrator Eveland.

Lampe was excused from the meeting at 6:15 pm.

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 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. Job Descriptions – Administrator will work on with Chair and bring to Committee when ready for review

b. Role of Personnel Committee – May

c. Performance Evaluations – May/June

d. Discussion Re: annual meeting with staff – June/July

7. Next Meeting Date: May 9, 2023, at 5:00 pm. Noted that Gulbrandsen cannot attend at that date/time. Meeting date may be adjusted.

8. Adjournment: M/S Stephenson/Gulbrandsen to adjourn. Motion carried. (4-0)
Committee meeting adjourned at 6:29 pm.

Respectfully submitted,

Julie Fitzgerald
Clerk-Treasurer