

Village of Shorewood Hills
Personnel Committee
Meeting Minutes – APPROVED
Tuesday, May 9, 2023 – 5:00 pm
Location: Virtual via Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 5:01 pm. Members present: Ms. Lotfi, Laura Stephenson, Greg Lampe, Erica Moeser and Revere Greist. Members absent: Mary Gulbrandsen and Cokie Albrecht. Also in attendance: Village Administrator Sharon Eveland and Administrative Services Coordinator David Sykes.
 - a. **Note compliance with open meeting law:** Ms. 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. **April 11, 2023:** There was a question about a change to the February 2, 2023 minutes regarding who requested a change related to item #5 (personnel manual revisions). The recording of the meeting will need to be reviewed. Approval of the April 11, 2023 minutes was deferred until the next meeting.

4. **Administrator Update – Personnel vacancies, recruitments, recent starts**

Ms. Eveland reported a DPW Crewmember position remains open. We only received two applications and neither had any public works experience. She will work with the Public Works Superintendent to repost the position. Two new police officers started training at the end of April and that the Police Department is fully staffed for the first time in several years.

5. **Personnel Manual Revisions**
 - a. **Questions on changes from previous meeting:** The Committee reviewed the changes made to the 200- and 300-series policies at the last meeting. No further changes were suggested.
 - b. **All 400-series policies:** The Committee reviewed policies 401, 403 and 405. There was some discussion about the date set for the “Spring Fling” ½ day holiday. A question was asked if other municipalities are recognizing Juneteenth as a holiday. Ms. Eveland could not be specific but was aware that a few local municipalities have started to recognize it as a holiday.

Committee members added that now that Juneteenth is recognized as a federal holiday, the Village recognizing it as a holiday is a strong statement on inclusivity.

There was concern about a requirement to work the day before and the day after a holiday to qualify for holiday pay. The restriction was removed from the draft.

There was a discussion regarding policy 405 related to time off for civic engagement activities.

Mr. Lampe was excused from the meeting at 6:16 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 – June

c. Performance Evaluations – June/July

d. Discussion Re: annual meeting with staff – July

Ms. Stephenson has been frustrated with the delay in addressing the ‘Role of Personnel Committee’ item. She would like have that discussion soon and add a review of the history and purpose of the Personnel Committee to the discussion.

Mr. Greist would like to discuss an on-boarding procedure for new members of the Committee.

7. Next Meeting Date: June 13, 2023, at 5:00 pm. Ms. Lotfi will send out a Doodle Poll to schedule a special meeting in June to discuss the ‘Role of the Personnel Committee’ item(s).

8. Adjournment: The meeting was adjourned at 6:24 pm.

Respectfully submitted,

David Sykes
Administrative Services Coordinator