

Village of Shorewood Hills
Personnel Committee
Special Meeting Minutes - APPROVED
Monday, June 5, 2023 – 5:00 pm
Location: Village Hall, 810 Shorewood Blvd.

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 5:04 pm. Members present: Ms. Lotfi, Laura Stephenson, Greg Lampe, Erica Moeser, Cokie Albrecht and Mary Gulbrandsen. Members absent: Revere Greist. Also in attendance: Administrative Services Coordinator David Sykes.
- a. **Note compliance with open meeting law:** Mr. Sykes confirmed the meeting had been properly posted.

2. **Discussion of the history, purpose and mission of the Personnel Committee**

The Committee had a long discussion about the role of the Personnel Committee including tasks they felt the Committee should participate in and those that they should not:

- Personnel committee owns the personnel manual and is responsible for its revisions.
- Personnel committee participates in the hiring process of full-time and part-time staff except seasonal workers. When personnel committee is involved in hiring, personnel committee does not participate in job advertising, setting wage, screening of applicants (unless assistance is requested by staff). During the interview process, staff and *at least* 1 member of personnel shall be involved. If no one from the personnel committee is available, then a village resident could be substituted. If neither is available, then staff can proceed without personnel/resident involvement. Reasonable notice should be given to the personnel committee of the time and place where interviews will be conducted.
- Evaluation - presently there is no evaluation system, but the personnel committee would be involved in defining the parameters of evaluations as established in the Personnel Policy Manual, but implementation would be handled by staff.
- Discipline - same as evaluation.
- Termination - same as evaluation.
- Compensation - Personnel committee determines the compensation structure (pay grid), but is not involved in the implementation of compensation.
- Working conditions - Personnel committee would like to be involved in determining working conditions such as whether employees can work from home or have a hybrid model.

It was suggested that the Committee reexamine the Grievance section of the proposed Personnel Policy Manual before it is recommended to the Board.

They also suggested a possible revision to the purpose statement for the Personnel Committee in the Village Code of Ordinances:

The personnel committee shall: review and recommend to the village board personnel policies and procedures, participate in hiring of village employees, conduct annual discussions with employee groups, and participate in other personnel-related processes at the discretion of the Board or village administrator.

3. **Next Meeting Date:** June 13, 2023, at 5:00 pm.
4. **Adjournment:** The meeting was adjourned at 7:01 pm.

Respectfully submitted,

David Sykes
Administrative Services Coordinator