

Village of Shorewood Hills
Personnel Committee
Meeting Minutes - APPROVED
Tuesday, June 13, 2023 – 5:00 pm
Location: Virtual via Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the Zoom meeting to order at 5:02 pm. Members present: Ms. Lotfi, Mary Gulbrandsen, Greg Lampe, Erica Moeser, Revere Greist and Laura Stephenson (arrived at 5:32). Members absent: Cokie Albrecht. Special Note: Laura Stephenson experienced technical difficulties and had intermittent presence until approximately 5:50pm when she disconnected permanently from the meeting. 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. **May 9, 2023:** Mr. Lampe moved and Mr. Greist seconded a motion to approve the minutes as presented. Vote: 5-0 (approved).

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

Ms. Eveland reported the DPW Crewmember position was reposted and closes tomorrow. Only one application has been received. She reported she has a summer Intern and received funding for ½ the position from a WCMA grant. Amelia Wilson is a recent UW graduate and will be working 10-12 hours/week. The Village is still looking for seasonal hires for DPW and Parks/Forestry. Mr. Lampe suggested doing something to show support for the overworked DPW Crew.

5. **Personnel Manual Revisions** – The Committee reviewed policies 401, 403, 405, 407, 409. It was suggested that better examples of Holiday Pay for employees who are called in to work on an official holiday be included in the Manual. The Committee was still undecided on the best date for the Spring Fling Holiday. The Committee also discussed emergency closing pay for essential employees called back in to work after the Village facilities have been ordered closed (due to a snow storm, for example).

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** – being reviewed internally
 - b. **Performance Evaluations** – before personnel manual is finalized
 - c. **Discussion Re: annual meeting with staff** – July

7. **Discussion/possible action regarding the designation of the Forester position as exempt for the purposes of overtime eligibility (possible Closed Session)** – Deferred until a future meeting.

8. Next Meeting Date: July 11, 2023, at 5:00 pm.

9. Adjournment: The meeting was adjourned at 6:32 pm.

Respectfully submitted,

David Sykes
Administrative Services Coordinator