

**Village of Shorewood Hills**  
**Personnel Committee**  
Meeting Minutes - DRAFT  
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. 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

DRAFT

**Village of Shorewood Hills**  
**Personnel Committee**  
Special Meeting Minutes - DRAFT  
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