

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

1. **Call to Order:** Chair Shabnam Lotfi called the Zoom meeting to order at 5:05 pm. Members present: Ms. Lotfi, Mary Gulbrandsen, Greg Lampe, Cokie Albrecht and Laura Stephenson. Erica Moeser joined the meeting at 5:59 pm). Members absent: Revere Greist. 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: Ms. Stephenson indicated she would like to continue the discussion of the purpose of the Personnel Committee. When the Committee discussed this topic at a special meeting on June 5, Administrator Eveland was unable to attend. The Committee would benefit from her participation in the discussion.

3. **Approval of Minutes**
 - a. **June 5, 2023**
 - b. **June 13, 2023**

Ms. Gulbrandsen moved and Mr. Lampe seconded a motion to approve both sets of minutes as presented. Vote: 5-0 (approved).

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

Ms. Eveland was having Internet difficulties and lost connection for a brief time. During that time, Ms. Stephenson reported to the Committee information the Administrator was already aware. She is working on identifying a contact and the process to advertise the Village’s open position(s) at Madison College.

Ms. Eveland reported the search to fill the open Public Works Crew position is on hold until the Public Works Superintendent position is filled (see agenda item #6).

5. **Discussion on annual meeting with staff** – Committee members felt it is beneficial to the committee to meet the “new” staff, hear about issues and show support for their work. The Committee may want to consider a more structured format with prepared questions to ask the staff.

6. **Discussion regarding recruitment process for Public Works Superintendent** – Mike Meier has resigned to take a position elsewhere and the Village is now recruiting for his replacement. Mr. Meier’s last day in the office is July 21. The position has been posted and closes on July 19. Interview dates under consideration are July 27 (1-5 pm) and August 2 (1-5 pm). A final interview could be held on August 8, if needed. The intention is to recommend a hire for Board approval at its August meeting.

7. **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. Continue discussion of purpose of Personnel Committee** – with Administrator’s participation

8. Discussion/possible action regarding the designation of the Forester position as exempt for the purposes of overtime eligibility (possible Closed Session) – Ms. Gulbrandsen moved and Mr. Lampe seconded a motion to go into closed session. Roll call vote: Ms. Gulbrandsen “Yes”; Mr. Lampe “Yes”; Ms. Stephenson “Yes”; Ms. Albrecht “Yes”; Ms. Moeser “Yes”; and Ms. Lotfi “Yes”.

9. Next Meeting Date: August 15, 2023, at 5:00 pm.

10. Adjournment: The meeting was adjourned from closed session at 6:25 pm.

Respectfully submitted,

David Sykes
Administrative Services Coordinator