

AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE

Date and Time: Tuesday, August 15, 2023, 5:00pm

Location: Hybrid – Village Hall and Zoom

(Please note that Personnel Committee members may attend in-person or via zoom.)

To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am the day of the meeting detailing which item is of interest. Your comments may be limited to 3 minutes. Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am the day of the meeting. Requests to speak and comments submitted after this date/time may not be able to be accommodated.

You can listen to the meeting by dialing: 1 312 626 6799 US (Chicago). Enter Meeting ID: 842 2423 2978 and Passcode: 961123.

1. Call to Order
 - a. Note compliance with open meeting law
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.
3. Approval of the Minutes –
 - a. April 11, 2023
 - b. Jul 11, 2023
4. Administrator Update
 - a. Personnel vacancies, recruitments, recent starts
5. Meeting Schedule/Format
6. Personnel Manual – Continuation of Series 400
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. Scheduling of annual meeting with staff
 - d. Continuation of discussion of purpose of Personnel Committee
 - e. Other?
8. Next meeting date – September 12, 2023, 5:00PM
9. Adjourn

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.