

**Village of Shorewood Hills
Personnel Committee**

Meeting Minutes - DRAFT

Tuesday, August 15, 2023 – 5:00 pm

Location: Hybrid In-Person and Virtual via Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the hybrid Zoom meeting to order at 5:05 pm. Members present: Ms. Lotfi (in-person), Greg Lampe, Cokie Albrecht, Laura Stephenson and Erica Moeser. Mary Gulbrandsen was excused and Revere Greist was absent. Also in attendance was Village Administrator Sharon Eveland and Administrative Services Coordinator David Sykes (in-person).
 - 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:
None.

3. **Approval of Minutes**
 - a. **April 11, 2023**
 - b. **July 11, 2023**

Ms. Albrecht moved and Ms. Stephenson seconded a motion to approve both sets of minutes as presented. Motion passed unanimously.

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

Ms. Eveland reported that we did not have any qualified applicants for the Public Works Superintendent position. She is having difficulty finding an interim option nor a cost effective recruitment service for the position. She will keep the Committee informed on the search. Hiring the open Public Works Crewperson position is on hold until the Superintendent is in place and can interview candidates.

The Pool Manager is not going to return in 2024. The Pool Committee is recommending a full-time position because it has been hard to find someone to fill the seasonal spot.

5. **Meeting Schedule/Format** – Ms. Moeser asked the Committee to consider having some in-person meetings and explore alternatives to a set monthly meeting date. Most of the Committee members prefer in-person meetings, but they understand the staff and others desire for virtual meetings to be able to spend more time at home. This meeting was a hybrid meeting with a couple people at the Village Hall utilizing a panoramic camera to connect to Zoom. With some modifications, the hybrid meeting may be a good option. After a discussion, the Committee decided to continue with hybrid meetings with the intent that committee members would be in-person but have the option to participate virtually if they can't be in-person and both options would be available to the public.

6. **Personnel Manual – Continuation of Series 400** – The Committee reviewed policies 411, 413, 415, 417, 419 and made some suggestions for revisions.

Ms. Moeser left the meeting at 6:00 pm.

Mr. Lampe left the meeting at 6:15 pm, leaving the Committee without a quorum.

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. **Continue discussion of purpose of Personnel Committee**
8. **Next Meeting Date:** September 12, 2023, at 5:00 pm.
9. **Adjournment:** The meeting was adjourned at 6:15 pm when there was no longer a quorum.

Respectfully submitted,

David Sykes
Administrative Services Coordinator

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