

**Village of Shorewood Hills  
Personnel Committee**

Meeting Minutes - DRAFT

Tuesday, September 12, 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 5:10 pm. Members present: Ms. Lotfi, Cokie Albrecht, Laura Stephenson, Mary Gulbrandsen, Erica Moeser and Revere Greist (via Zoom). Greg Lampe was excused. Also in attendance was 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: None.
  
3. **Approval of Minutes**
  - a. **August 15, 2023**

Ms. Albrecht moved and Ms. Moeser seconded a motion to approve the August 15, 2023 minutes as presented. Motion passed unanimously.
  
4. **Administrator Update – Personnel vacancies, recruitments, recent starts**

Ms. Eveland reported that Administrative Assistant Teresa Brommer has given her two weeks notice. She will be taking a similar job in McFarland where she lives. Her commute has become too difficult following her move from Cross Plains to McFarland.

The Public Works Crew position and the Pool Manager openings will be posted by the end of the week with staggered due dates. Interviews are planned for mid-October.

Tary Handschke has been promoted to the Public Works Superintendent position for a 9-month trial basis. If at that time, either the Village or Mr. Handschke does not feel the promotion is working, then he will be allowed to go back to his crew position (which will be kept open). We are working on retaining the summer crew workers as LTEs into the fall leaf picking season, if they are available.
  
5. **Discussion/possible action regarding recommendation to the Finance Committee on a cost of living adjustment (COLA) to the salary schedule and one-step increases**

Ms. Eveland is recommending a COLA of 2.5% plus one-step advancement on the salary schedule for all employees in 2024. A step increase is ~3.0%, resulting in about a 5.5% increase in 2024. Her research into neighboring municipalities showed a 2024 COLA of 2.0-6.0%. Not all of the municipalities utilize a step process and just apply a COLA each year, so the 5.5% increase is within the range of the other municipalities.

The Committee supported an annual COLA increase based on the consumer price index (CPI) or other Wisconsin-specific inflation measurement. They discussed the concept of merit based step increases and recommended the Committee discuss the topic in detail during their discussion of performance evaluation as part of the Personnel Policy Manual revisions.

Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to recommend to the Finance Committee a 2.5% COLA plus one-step increase on the salary schedule for all employees, depending on the budget. Motion passed unanimously.

**6. Discussion/possible action regarding future meeting schedule**

The Committee decided to move their regular monthly meetings to the first Thursday of the month at 6:30 pm (or immediately following the Services Committee meetings).

Ms. Moeser was excused at 6:14 pm (a quorum remained).

The Personnel Committee will meet with staff on Monday, September 18, 2023 beginning at 9:00 am. The Police Department and Department of Public Works are scheduled to meet. The Committee may schedule another date to meet with the other Village Departments.

**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 & discussion of merit based step increase on salary schedule** – before personnel manual is finalized

**c. Scheduling of annual meeting with staff**

**d. Continue discussion of purpose of Personnel Committee**

**8. Next Meeting Date:** Thursday, October 5, 2023, at 6:30 pm (following the Services Committee meeting).

**9. Adjournment:** Ms. Gulbrandsen moved and Ms. Albrecht seconded a motion to adjourn the meeting at 6:22 pm. The motion passed unanimously.

Respectfully submitted,

David Sykes  
Administrative Services Coordinator

**Village of Shorewood Hills**  
**Personnel Committee**  
Meeting Minutes - DRAFT  
Monday, September 19, 2023 – 9:00 am  
Location: In-Person at the Village Hall

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 9:02 am. Members present: Ms. Lotfi, Cokie Albrecht, Laura Stephenson, Mary Gulbrandsen, Erica Moeser, Revere Greist and Greg Lampe. Also in attendance was Administrative Services Coordinator David Sykes.
2. **Note compliance with open meeting law:** The meeting was properly posted and noticed.
3. **Meet with staff to discuss employment and compensation issues**
  - a. **Department of Public Works**

Tary Handschke, Craig Steinle and Nick Bybee met with the members of the Personnel Committee. They did introductions and discussed aspects of the employees' jobs and compensation.
  - b. **Forestry**

At 9:39 am, Adam Lohrmann and Vicente Garcete met with the members of the Personnel Committee. They did introductions and discussed aspects of the employees' jobs and compensation.

At 10:24 am, Greg Lampe was excused from the meeting. A quorum remained.  
At 10:38 am, Laura Stephenson was excused from the meeting. A quorum remained.
4. **Adjournment:** Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to adjourn the meeting at 10:44 am. The motion passed unanimously.

Respectfully submitted,

David Sykes  
Administrative Services Coordinator

## **The Gallup Q12 Index**

Gallup's employee engagement work is based on more than 30 years of in-depth behavioral economic research involving more than 17 million employees. Through rigorous research, Gallup has identified 12 core elements -- the Q12 -- that link powerfully to key business outcomes. These 12 statements emerged as those that best predict employee and workgroup performance.

The Twelve Questions are:

1. Do you know what is expected of you at work?
2. Do you have the materials and equipment to do your work right?
3. At work, do you have the opportunity to do what you do best every day?
4. In the last seven days, have you received recognition or praise for doing good work?
5. Does your supervisor, or someone at work, seem to care about you as a person?
6. Is there someone at work who encourages your development?
7. At work, do your opinions seem to count?
8. Does the mission/purpose of your company make you feel your job is important?
9. Are your associates (fellow employees) committed to doing quality work?
10. Do you have a best friend at work?
11. In the last six months, has someone at work talked to you about your progress?
12. In the last year, have you had opportunities to learn and grow?

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