

AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE

Date and Time: Thursday, October 5, 2023, at 6:30pm
(or immediately following the Services Committee meeting)

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: 841 8444 6402** and **Passcode: 834720**

This meeting information may also be used to join the zoom platform by entering it on the zoom platform and www.zoom.com and clicking “join” at the top right of the screen.

1. Call to Order
2. Note compliance with open meeting law
3. Public Forum – This is an opportunity for community members to speak to the Personnel Committee. Speakers may be limited to three minutes.
4. Approval of the Minutes
 - a. September 12, 2023, regular meeting
 - b. September 19, 2023, meeting with staff
5. Debrief annual Personnel Committee meeting with Parks and DPW
6. Update on annual Personnel Committee meeting with Admin, Police Department, and potentially the Administrator
7. Discuss vacancies and budget process
8. Discuss recommendations to hiring and evaluation process – presented by Shabnam
9. Future Agenda Items - These items 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:
 - a. Job Descriptions – being reviewed internally
 - b. Performance Evaluations – before personnel manual is finalized
 - c. Continuation of discussion of purpose of Personnel Committee
 - d. Other?
10. Next meeting date: Thursday, November 2, 2023, at 6:30 pm (or immediately following the Services Committee meeting)
11. 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.