

**VILLAGE OF SHOREWOOD HILLS**  
**Personnel Committee**  
**Meeting Minutes**

**Thursday, October 5, 2023 – 6:30 pm**  
Location: Hybrid – Village Hall and Zoom

1. **Call to Order:** The meeting was called to order at 6:33 pm.  
Members Present: Shabnam Lotfi, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe, Erica Moeser, and Laura Stephenson  
Members Absent: Revere Greist  
Also in Attendance: Clerk-Treasurer Julie Fitzgerald
2. **Note compliance with open meetings law:** Fitzgerald confirmed that the meeting was properly noticed.
3. **Public Forum:** None
4. **Approval of Minutes:**
  - a. **September 12, 2023 (regular meeting):** M/S Albrecht/Moeser to approve the minutes for the September 12, 2023, meeting as presented. Motion carried.
  - b. **September 19, 2023 (meeting with staff):** M/S Moeser/Stephenson to approve the minutes for the September 19, 2023, meeting as presented. Motion carried.
5. **Debrief Annual Personnel Committee meeting with Parks and DPW:** Committee would like to recommend to the Administrator to increase on-call pay and review frequency of on-call duties due to shortness of staff for DPW. Committee also requests Administrator provide proposals for addressing this issue at the November Personnel Committee meeting including possible LTE options.
6. **Update on annual Personnel Committee meeting with Admin., Police Dept. and potentially Administrator:** Committee wants to schedule meetings with the Admin. and Police Dept. non-represented employees. Recommend scheduling through Administrator and Police Chief. Committee extended invitation to Administrator to meet with Personnel Committee if she would like.
7. **Discuss vacancies and budget process:** No updates at this time. Applications for DPW Crew and Pool Manager positions are not due until October 15<sup>th</sup>.
8. **Discuss recommendation to hiring and evaluation process:** Lotfi discussed Gallup Q12 Index questions provided in meeting packet. Committee found information interesting, but consensus was the details of this process was up to the Administrator.
9. **Future agenda items:**

**7:30 pm Mary Gulbrandsen leaves meeting (quorum remains)**

  - a. Job Description – being reviewed internally
  - b. Performance Evaluations – before personnel manual is finalized
  - c. Continuation of discussion of purpose of Personnel Committee**Added:** Continue progress on Personnel Manual
10. **Next Meeting Date:** Thursday, November 2, 2023, at 6:30 pm  
Moeser informed the Committee that she would not be able to attend the next meeting.

11. **Adjourn:** M/S Albrecht/Stephenson to adjourn. Motion carried.  
Personnel Committee adjourned at 7:41 pm.

Respectfully Submitted,

*Julie Fitzgerald*  
*Village Clerk-Treasurer*