

**VILLAGE OF SHOREWOOD HILLS**  
**PERSONNEL COMMITTEE**  
**MEETING AGENDA**  
**Thursday, November 2, 2023, at 6:30 pm**  
**Location: Hybrid – Village Hall and Zoom**

To register to speak on an agenda item, send an email to [info@shorewood-hills.org](mailto: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](mailto: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: 894 0388 8318** and **Passcode: 941921**

This meeting information may also be used to join the zoom platform by entering it on the zoom platform and [www.zoom.com](http://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 previous minutes: October 5, 2023
5. Closed Session: Please take notice that the Committee may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment of Pool Manager and Public Works Crew positions.
6. Return from Closed Session:
  - a. Discussion/Possible Action regarding employment of Pool Manager and Public Works Crew positions.
7. 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. Personnel Manual – to be continued after 2024 Budget
8. Next meeting date: Thursday, December 7, 2023, at 6:30 pm (or immediately following the Services Committee meeting)
9. Adjourn

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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.