

VILLAGE OF SHOREWOOD HILLS
Personnel Committee
Meeting Minutes - DRAFT

Thursday, November 2, 2023 – 6:30 pm
Location: Village Hall – 810 Shorewood Blvd.
Hybrid / Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 6:35 pm.
Members Present: Chair Shabnam Lotfi, Mary Gulbrandsen, Greg Lampe, Erica Moeser, and Laura Stephenson
Members Absent: Cokie Albrecht (excused)
Also in Attendance: Administrator Sharon Eveland and Clerk-Treasurer Julie Fitzgerald
It was noted that Revere Greist has resigned from the Personnel Committee.
2. **Note compliance with open meetings law:** Eveland confirmed that the meeting was properly noticed.
3. **Public Forum:** None
4. **Approval of Minutes:**
M/S Moeser/Gulbrandsen to approve the minutes for the October 5, 2023, meeting as presented. Motion carried.
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.
M/S Gulbrandsen/Lampe to enter closed session including Eveland and Fitzgerald.
Roll Call Vote: Lotfi – Yes; Gulbrandsen – Yes; Lampe – Yes; Moeser – Yes; Stephenson – Yes. **Motion carried 5-0.**
Committee entered closed session at 6:38 pm.
6. **Return from Closed Session:**
M/S Moeser/Stephenson to leave closed session. Motion Carried.
Committee returned to open session at 7:06 pm.
7. **Future agenda items:**
 - a. Job Description – 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
9. **Adjourn: M/S Moeser/Stephenson to adjourn. Motion carried.**
Personnel Committee adjourned at 7:09 pm.

Respectfully Submitted,

Julie Fitzgerald
Village Clerk-Treasurer