

VILLAGE OF SHOREWOOD HILLS
PERSONNEL COMMITTEE
MEETING AGENDA
Thursday, January 4, 2024 – 6:30 pm
Location: Hybrid – Village Hall and Zoom

To submit a written comment regarding an agenda item, please send an email to slotfi@shorewood-hills.org.

You can listen to the meeting by dialing: 1 312 626 6799 US (Chicago).

Enter **Meeting ID: 871 6719 4931** and **Passcode: 874030**

This meeting information may also be used to join the **Zoom** platform by entering it on 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: November 2, 2023
5. Update on Recruitment Process
6. Discuss Staff Appreciation Bonuses
7. Discuss Personnel Policy Manual
8. 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?
9. 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.