

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

**Thursday, January 4, 2024 – 6:30 pm**  
Location: Village Hall – 810 Shorewood Blvd.  
Hybrid – via Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 6:35 pm.

**Roll Call:**

Members Present: Chair Shabnam Lotfi, Cokie Albrecht, Greg Lampe, Erica Moeser, and Laura Stephenson

Member Absent: Mary Gulbrandsen (excused)

Also in Attendance: Administrator Sharon Eveland and Clerk-Treasurer Julie Fitzgerald

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 Stephenson/Albrecht to approve the minutes for the November 2, 2023, meeting as presented. Motion carried.**
5. **Update on Recruitment Process:**  
Administrative Assistant: Eveland informed the Committee that the interviews for the Administrative Assistant position were scheduled for Tuesday 01/09/24.  
Forestry Assistant: Eveland informed the Committee that the current part-time Forestry Assistant is not interested in taking the full-time position. Eveland asked Committee if they were comfortable with offering the position to the current LTE Forestry Assistant in lieu of going through the recruitment process. After discussing the issue, the consensus of the Committee was to post the job for 10 days and review applications received.
6. **Discuss Staff Appreciation Bonuses:**  
The Committee discussed the pros and cons of offering year-end bonuses. The bonuses provided to employees in 2022 were a unique situation, influenced by covid and high inflation. It was pointed out that the full-time staff receives longevity bonuses. Committee consensus was to address wage rates, not offer bonuses and possibly find other ways to show appreciation to staff.
7. **Discuss Personnel Policy Manual:**  
The Committee discussed the best way to continue and finalize work on the updates to the Personnel Manual. Committee agreed they would like to schedule a longer work session in February or March to review the draft with changes to-date. Eveland will schedule a work session based on member availability.
8. **Future Agenda Items:**
  - a. Job Descriptions – being reviewed internally
  - b. Performance Evaluations – before personnel manual is finalized
  - c. Continuation of discussion of purpose of Personnel Committee
  - d. Annual Meeting with Departments

- 9. Adjourn:**  
**M/S Stephenson/Albrecht to adjourn. Motion carried.**  
Personnel Committee adjourned at 7:51 pm.

Respectfully Submitted,

*Julie Fitzgerald*  
*Village Clerk-Treasurer*