

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

Thursday, January 18, 2024 – 12:00 pm

Location: Virtual via Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 12:03 pm.
2. **Roll Call:**
Members Present: Chair Shabnam Lotfi, Cokie Albrecht, Greg Lampe, Erica Moeser, and Laura Stephenson
Note: Mary Gulbrandsen joined late due to technical difficulties.
Also in Attendance: Administrator Sharon Eveland and Clerk-Treasurer Julie Fitzgerald
3. **Note compliance with open meetings law:** Eveland confirmed that the meeting was properly noticed.
4. **Public Forum:** None
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 Administrative Assistant.
M/S Albrecht/Lempe to enter closed session including Eveland and Fitzgerald.
Roll Call Vote: Lotfi – Yes; Albrecht – Yes; Lampe – Yes; Moeser – Yes; Stephenson – Yes. **Motion carried 5-0.**
Committee entered closed session at 12:05 pm.
12:06 pm Gulbrandsen joined meeting via phone.
6. **Committee Adjourned from Closed Session:**
M/S Albrecht/Lempe to adjourn. Motion carried.
Personnel Committee adjourned at 12:45 pm.

Respectfully Submitted,

Julie Fitzgerald
Village Clerk-Treasurer