

**AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS  
PERSONNEL COMMITTEE**

**Date and Time:** Thursday, February 1, 2024 – 6:30 pm  
(or immediately after the Services Committee meeting)

**Location:** Village Hall – 810 Shorewood Blvd.  
Hybrid – Optional via Zoom

Written comments can be sent to [info@shorewood-hills.org](mailto:info@shorewood-hills.org) before 8:00 am the day of the meeting. Comments received after this time are welcome and will be forwarded to the Committee but may not reach the Committee before the meeting starts. The meeting will normally be livestreamed on the Village's Facebook page [[@VillageOfShorewoodHills](#)] for passive viewing only.

Alternatively, interested individuals may join the Zoom meeting using the following information:

**Meeting ID: 873 1458 8566 Passcode: 658630.** This meeting information may also be used to join the Zoom platform by clicking "join" at the top right of the screen at [www.zoom.com](http://www.zoom.com) and entering the meeting information.

1. Call to Order
2. Roll Call
3. Note compliance with open meeting law.
4. Approval of Minutes:
  - a. January 4, 2024
  - b. January 18, 2024
5. Public Comments - This is an opportunity for community members to speak to the Committee. No discussion or action may take place at this time and speakers may be limited to three minutes.
6. Update on Administrative Assistant position.
7. 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 update on the Interim DPW Head performance and Forestry Assistant position.
8. Return from Closed Session:
  - a. Discussion/Possible Action regarding Forestry Assistant position
9. Future Agenda Items – This is an opportunity for committee members to request an item be added to a future agenda. No discussion may take place on any requested items at this time and committee members should not make lengthy statements on their request.
  - 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
10. Next Meeting Date: Work Session Thursday March 14, 2024 – 5:30 pm
11. 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.