

VILLAGE OF SHOREWOOD HILLS
Personnel Committee
Meeting Minutes

Thursday, February 1, 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 6:37 pm.
2. **Roll Call:**
Members Present: Chair Shabnam Lotfi, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe, and Laura Stephenson
Members Absent: Erica Moeser (excused)
Also in Attendance: Administrator Sharon Eveland, Clerk-Treasurer Julie Fitzgerald, Forester Adam Lohrman and Admin Assistant Julie Wills
3. **Note compliance with open meetings law:** Eveland confirmed that the meeting was properly noticed.
4. **Approval of Minutes:**
M/S Lampe/Gulbrandsen to approve the minutes for the January 4 and January 18, 2024, meetings as presented. Motion carried.
5. **Public Forum:** None
6. **Update on Administrative Assistant position:**
Eveland announced that Julie Wills started with the Village on 01/29/24. Julie introduced herself to the committee.
Julie Wills leaves meeting at 6:42 pm.
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.
M/S Stephenson/Albrecht to enter closed session including Eveland, Fitzgerald and Lohrman.
Upon roll call vote, motion carried 5-0.
Committee entered closed session at 6:43 pm.
Lohrmann left Closed Session at 6:56 pm.
8. **Return from Closed Session:**
M/S Albrecht/Lempe to return to open session. Motion carried.
Personnel Committee reconvened in open session at 7:10 pm.
9. **Suggested Items for future agenda:**
 - 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:** March 7, 2024 – 6:30 pm (tentative)
Work Session – Thursday, March 14, 2024 – 5:30 pm

- 11. Adjourn:**
M/S Albrecht/Stephenson to adjourn. Motion carried.
Personnel Committee adjourned at 7:15 pm.

Respectfully Submitted,

Julie Fitzgerald
Village Clerk-Treasurer