

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

**Thursday, March 14, 2024 – 5:30 pm**  
Location: Village Hall – 810 Shorewood Blvd.  
Hybrid – via Zoom

1. **Call to Order:** Chair Shabnam Lotfi called the meeting to order at 5:38 pm.
2. **Roll Call:**  
Members Present: Chair Shabnam Lotfi, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe (arrived 5:41 pm), Erica Moeser and Laura Stephenson  
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. **Approval of Minutes:**  
**5:41 – Greg Lampe Arrived**  
Moeser questioned what occurred in closed session during the February meeting. Eveland clarified that closed session minutes are not presented with public minutes. Lotfi noted that she would like to develop more clarity with how closed session minutes are handled.  
**M/S Albrecht/Stephenson to approve the minutes of the February 1, 2024, meeting as presented. Motion carried with Moeser abstaining.**
5. **Discussion/Possible Action Regarding Personnel Manual Update:**  
The Committee discussed several policies in section 400 of the Personnel Manual draft.  
**Policy 405** Civic Membership Leave – Committee is equally divided in support of this policy. More discussion to follow at future meetings.  
**Policy 401.2** Business Hours – Committee consensus to include paragraphs from previous manual to include DPW and PD scheduled work hours.  
**Policy 413.2.3** Jury Duty – Committee consensus to remove this paragraph requiring employees to return any jury or witness fees earned to the Village.  
**Policy 409 and 419** – Committee consensus to remove “domestic partner” throughout this document as this is an old term that is no longer necessary since the law changes for same-sex marriages.  
**7:34 Committee Recess**  
**7:38 Meeting Resumed**  
**Policy 421 7.3** Returning to Work After Medical Absence – Committee consensus to reword the paragraph to read: “A physician’s statement may be required at the Village Administrator’s discretion for unplanned absences after four consecutive days of illness or injury.”  
**Policy 419** Conversion of Sick Leave – Committee discussed cap on sick leave and fine-tuned the wording in several paragraphs for clarity.  
**Policy 425** Donation of Sick, Vacation or Comp Leave – Eveland explained how the process would work and how she had seen it used in her previous community. Committee was satisfied with the policy.  
**Policy 427.1** Military Leave Pay – Committee consensus to specify that this was for periods of less than fifteen “working” days.  
Committee plans to work on section 500 of the manual next month.

6. **Next Meeting Date:** April 4, 2024 – 6:30 pm (tentative)  
Work Session – To Be Determined
7. **Adjourn:**  
**M/S Albrecht/Stephenson to adjourn. Motion carried.**  
Personnel Committee adjourned at 8:35 pm.

Respectfully Submitted,

*Julie Fitzgerald*  
*Village Clerk-Treasurer*