

VILLAGE OF SHOREWOOD HILLS
Personnel Committee
Meeting Minutes - APPROVED

Tuesday, July 2, 2024 – 8:00am

Location: Zoom only

1. **Call to Order:** Chair Carol Barford called the meeting to order at 8:02am.
2. **Roll Call:**
Members Present: Chair Carol Barford, Cokie Albrecht, Mary Gulbrandsen, and Erica Moeser, Greg Lampe and Laura Stephenson (joined at 8:14am)
Members Absent: None
Also in Attendance: Interim Administrator Karl Frantz and Deputy Clerk-Treasurer Chrissy Kahl
3. **Note compliance with open meetings law:** Kahl confirmed that the meeting was properly noticed.
4. **Approval of meeting minutes from June 4, 2024:** This item was tabled.
5. **Discussion and possible action on selection of one Personnel Committee representative each for the Forester and Public Works interview committees:**
Barford introduced this item. Discussion included: reach out to Personnel committee members once interview dates are set to see who is available; Barford offered to be on the interview committee for the Forester; the Public Works job posting closed on June 30th, there are four applicants to interview; the Forester job posting closes on July 15th, as of now there have been no applicants.
6. **Discussion and possible recommendation on temporary pay adjustment for the acting Forester:** Barford introduced this item. Frantz included information in the meeting packet. Frantz gave an overview of what was done in the Public Works Department for temporary coverage and to consider that what the committee does now is consistent going forward. Discussion included: in the past this decision was made by the Administrator-the committee supports the Administrator; a temporary pay increase is usually done when coverage is needed for a department head position; add to the personnel manual-approval of temporary pay increases as part of the Personnel Committees tasks to keep consistent.

Moeser moved, seconded by Albrecht to support the interim Administrator's recommendation of a pay rate increase of \$3.50 an hour effective June 9, 2024 reflecting taking on additional duties due to the vacancy of the Forester position and terminating at the conclusion of additional duties to be approved by the Village Board. Motion carried.
7. **Update on the status of hiring processes in Police, Public Works and Forestry departments:** Barford gave an update on this item. The Forestry department is looking for more seasonal help due to the vacant Forester position. Any new seasonal hires can be approved by the Administrator. The Police department had interviews on July 1, 2024 for the officer and CSO open positions, with one more officer interview on July 2, 2024. Lampe and Moeser sat in on the Police department interviews. One candidate for each position was recommended to the Police Chief. Barford shared a wages document provided by LT Weitzel showing other community pay rate comparisons. Discussion included: Police pay rates need to be reviewed, an *Ad Hoc* committee should be created to do this task; in the past the Police department has brought on new hire officers at a

higher step/years of service; Public Works is also finding it difficult to find qualified candidates-pay rates may need to be increased; perhaps a new compensation study/wage rate survey needs to be done to aide in attracting new candidates; offer benefits such as housing allowance or apprentice options. Barford shared that the Forester exit interview revealed the job is big, just working with the trees is a full-time job, plus add on the horticultural tasks. Also, the public facing aspects of the job are difficult, usually involving high emotions from residents. Frantz suggested that there should be some training to deal with difficult situations for staff. He will share with the Village Board and pass along to the new Administrator to work on training for mediation and handling difficult situations.

8. Report on personnel matters addressed by the Village Board: Barford updated that the Village Board approved a pay increase for the Pool Manager.

9. Future agenda items:

- a) Personnel Policy Manual Revisions
- b) Police Department wages

*Stephenson left the meeting at 9:29am

10. Next Meeting Date: Tuesday, August 6, 2024 – 8:00am at Village Hall/Hybrid

11. Adjourn: Gulbrandsen moved, seconded by Albrecht to adjourn. Motion carried. Personnel Committee adjourned at 9:31am.

Respectfully Submitted,

Chrissy Kahl
Deputy Village Clerk-Treasurer