

**VILLAGE OF SHOREWOOD HILLS**  
**Personnel Committee**  
**Meeting Minutes - APPROVED**  
**Tuesday, September 3, 2024 – 8:00am**  
Location: Village Hall/Hybrid

1. **Call to Order:** Chair Carol Barford called the meeting to order at 8:03am.
2. **Roll Call:**  
Members Present: Chair Carol Barford, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe, Erica Moeser  
Members Absent: Laura Stephenson (excused)  
Also in Attendance: Administrator Brian Mooney, Deputy Clerk-Treasurer Chrissy Kahl, Clerk-Treasurer Julie Fitzgerald, and Public Works Director Tary Handschke
3. **Note compliance with open meetings law:** Kahl confirmed that the meeting was properly noticed.
4. **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:** None
5. **Approval of Minutes: August 6, 2024:** Lampe moved, seconded by Moeser to approve the minutes. Motion carried.
6. **Report of personnel issues addressed by the Village Board:** Barford gave the update. The Police Department Community Service Officer new hire was approved. Crossing guard pay adjustments were approved. The Police Chief hiring process will be lead by the Administrator rather than hiring an outside consulting firm for the process.
7. **Discussion of Personnel Committee functions and practices:** Barford gave an overview. Discussion included: current and historical functions of the committee; involvement and charge of the committee; a recommending or advice-giving committee, not decision-making; the committee is a resource with advisory and inclusion functions; the committee does not make hiring or disciplinary actions; liability has not been an issue in the past; look into other communities-do they have a Personnel Committee; completion of Personnel Manual.
8. **Discussion of 2025 Village Employee Cost of Living Adjustment:** Mooney introduced this item. Clerk-Treasurer Fitzgerald provided a spreadsheet with various options. Discussion included: support of a COLA plus step increase as that is what has been done historically and what staff has come to expect; in interest of retaining employees, be as generous as possible within the Village's means; where is Shorewood Hills at compared to other communities to attract and retain employees; the Administrator deals with any disciplinary issues.
9. **Closed Session - Please take note that the Personnel Committee may meet in closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider Department of Public Works interview candidate and Department of Public Works staff promotion:**  
**Lampe moved, seconded by Albrecht to enter into closed session to include Mooney, Kahl and Handschke. Motion carried.**

Roll call vote: ALBRECHT- Y, BARFORD- Y, GULBRANDSEN- Y, LAMPE- Y, MOESER-Y

The Personnel Committee entered into closed session at 8:55am

- 10. Reconvene to Open Session –Moeser moved, seconded by Lampe to return to open session. Motion carried.**

Roll call vote: ALBRECHT- Y, BARFORD- Y, GULBRANDSEN- Y, LAMPE- Y, MOESER-Y

The Personnel Committee reconvened to open session at 9:18am

- a) **Possible recommendation of Department of Public Works candidate to the Village Board: Gulbrandsen moved, seconded Moeser to recommend Department of Public Works candidate to the Village Board. Motion carried.**
- b) **Possible action of Department of Public Works staff promotion: Gulbrandsen moved, Albrecht seconded the recommendation of the Administrator to the Village Board for the current employee who finished CDL of a one step promotion. Motion carried.**

Gulbrandsen left the meeting at 9:20am

- 11. Future agenda items and announcements:**

- a) Personnel Policy Manual (2-hour block desired for focused work)
- b) List of Personnel Committee activities
- c) Forester position recruitment status
- d) Report of personnel issues addressed by the Village Board

- 12. Next meeting date:** Tuesday, October 1, 2024 – 8:00am

- 13. Adjourn: Lampe moved, seconded by Albrecht to adjourn at 9:21am. Motion carried.**

Respectfully Submitted,

*Chrissy Kahl*  
*Deputy Village Clerk-Treasurer*