

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

Tuesday, August 6, 2024 – 8:00am

Location: Village Hall/Hybrid

1. **Call to Order:** Chair Carol Barford called the meeting to order at 8:01am.
2. **Roll Call:**
Members Present: Chair Carol Barford, Cokie Albrecht, Greg Lampe, Erica Moeser and Laura Stephenson
Members Absent: Mary Gulbrandsen (excused)
Also in Attendance: Administrator Brian Mooney and Deputy Clerk-Treasurer Chrissy Kahl
3. **Note compliance with open meetings law:** Kahl confirmed that the meeting was properly noticed.
4. **Approval of Minutes: June 4, 2024; July 2, 2024 and July 30, 2024 (special meeting)**
June 4, 2024 – Albrecht moved, seconded by Lampe to approve the minutes. **Motion carried.**
July 2, 2024 – Stephenson moved, seconded by Albrecht to approve the minutes. **Motion carried.**
July 30, 2024 Special Meeting – Lampe moved, seconded by Stephenson with the following corrections: Stephenson was present, not absent and Gulbrandsen was absent-excused. Also, under Future Items 7a correct wording to “Communication style between Administrator and Committee”. **Motion carried to approve as amended.**
5. **Discussion of Personnel Committee general practices, philosophy and recent history:** Barford introduced this item. What is the role of the committee and the Administrator. Discussion included: liaison with the staff-meet with staff once per year; a voice of the community; interviewing participation; skills of the committee members can act in a consulting role; diversity; interaction with the Administrator and staff; Administrator can be sure if a task is given to a committee there is clarity and knowledge of that topic. The Administrator wanted clarity on his involvement of meetings. The previous Administrator attended the Personnel meetings. The committee wants to feel involved and the Administrator can tap into the professional skills and talents of the committee members as they are working in the best interests of the community and staff.
6. **Discussion of governance recommendations to the Village Board as they relate to the Personnel Committee:** Barford reviewed the recent governance workshop recommendations and relevance for the Personnel Committee. Discussion included: important functions of the committee; how does the committee participate without causing liability; what are the trade offs to taking a careful approach; committee input that does not stand in the way of the Administrator; what is the responsibility of the committee; consistency; empower the committee to make informed recommendations; committee’s role is more consulting and supportive; avoid liability by acting with integrity and transparency.

Homework from Chair Barford: Create a table with functions of the committee, how is that function being communicated (Administrator, Board, Department Heads) of the current committee. Committee members should send to Barford before the next meeting.

7. **Discussion of potential training or other support for Village staff regarding dealing with the public:** Barford introduced this item. She spoke with the League of WI Municipalities. They offer a 2-hour training that the committee could customize. Discussion included: does the field staff want training; if the Administrator feels there is a need for training, he may offer to staff; may send the wrong message to staff; this need may arise after annual Personnel Committee meetings with staff. Administrator Mooney will follow up as needed.
8. **Discussion of composition and charge of the *ad hoc* committee on police compensation:** Barford introduced this item. She has put out feelers and has gotten enough people interested for an ad hoc committee. The charge of this committee is: how much money is in the budget for police wages, are there additional or creative perks besides pay, attraction of new qualified officers, Shorewood Hills PD culture. Discussion included: supply/demand is a national level issue; budget differences between communities; officer pay may be more important than fringe benefits; how to budget for next year, but also years going forward-the possibility of a referendum; approach a referendum differently than the last one (review what could have been done better); look at work culture and community culture; involve the current Police Chief for experience and knowledge.
9. **Discussion of Personnel Meeting formats:** This item was tabled.
10. **Report on personnel matters addressed by the Village Board:**
 - Approval of Assistant Forester, Patrick Finnegan's, temporary pay increase
 - New hires for a Police Officer and a Public Works Crew member were approved
 - Forester recruitment – Administrator Mooney reposted the job opening in WI Parks & Recreation and Handshake within the UW school system platforms. No applications have been submitted at this time. The position is open until filled.
11. **Future agenda items and announcements:**
 - a) Personnel Policy Manual (2-hour block desired for focused work)
 - b) Administrator Mooney's preferred ways of interacting with the Personnel Committee
12. **Next meeting date:** Tuesday, September 3, 2024 – 8:00am
13. **Adjourn: Moeser moved, seconded by Albrecht to adjourn at 9:31am. Motion carried.**

Respectfully Submitted,

Chrissy Kahl
Deputy Village Clerk-Treasurer