

VILLAGE OF SHOREWOOD HILLS
Personnel Committee Meeting Minutes

Tuesday, October 1, 2024 – 8:00am

Location: Village Hall/Hybrid

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, Greg Lampe, Laura Stephenson
Members Absent: Erica Moeser (excused)
Also in Attendance: Administrator Brian Mooney, Deputy Clerk-Treasurer Chrissy Kahl, and Clerk-Treasurer Julie Fitzgerald
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: September 3, 2024:** Lampe moved, seconded by Gulbrandsen to approve the minutes. Motion carried.
6. **Discussion and choice of November 2024 Personnel Committee meeting date:** The tentative November meeting date will be Tuesday, November 12, 2024 at 8:00am.
7. **Report of personnel issues addressed by the Village Board:** Barford gave the report. The Board approved a new hire for Department of Public Works Crew staff and the promotion of a Public Works Crew staff.
8. **Report on position vacancies:** Mooney has had one person contact him regarding the open Forester position for more information. Barford gave an update per conversation at the Parks Committee meeting, which included Forestry Assistant Patrick Finnegan, that the Forester position includes Horticulturist. Conversations on the topic suggested splitting the position into a Forester and Horticulturist, with no Forester Assistant position. The Forester would then be the Department Head. Discussion included: since there have been no applicants, it may be worth trying; contract out the Horticulturist if no applicants; there may be Innovation Grants for contracting.

Mooney gave an update on the Police Chief vacancy. In other communities' recruitment has been done by the Village rather than hiring an outside consultant. Historically, the hiring has been at Village Board level and not run through the Personnel Committee. Mooney will put together a timeline and share with Barford and President John Imes. Two members from the Personnel Committee and possibly members from Ad Hoc Police Recruitment/Wages Committee for the interview committee.
9. **Discussion and possible action on cost-of-living and step wage increases for FY2025:** Barford introduced this item. Mooney gave an overview. He is proposing a 3% cost of living increase plus one step. The full-time Pool Manager was added to the wage grid, as that was a new position, at grade 10. Update the Forestry Assistant from part-time to full-time on the wage grid. Discussion included: what would the budget allow; possible utility rate increases; possible Blackhawk Country Club rent increase; the Finance Committee is in agreement.

Barford moved, seconded by Gulbrandsen to recommend the 2025 wage grid as presented to the Village Board. Motion carried.

- 10. Discussion and possible action on effective dates of wage adjustments:** Clerk-Treasurer Julie Fitzgerald spoke on this item. The manual doesn't specify an effective date. In 2024 insurance premiums went into effect before new wage rates. **Barford moved, seconded by Gulbrandsen to approve a change in payroll policy to initiate annual wage adjustments on the first pay date of the new year. Motion carried. Barford made a motion to rescind the forgoing motion, Gulbrandsen seconded. Motion carried. Barford moved, seconded by Albrecht to recommend to the Village Board a personnel policy change to make annual wage adjustments effective the first pay date of the new year. Motion carried.**

Discussion included: employees will be paid at the new rate for time worked in December for dates that are part of that payroll cycle.

- 11. Discussion and possible action on FY2025 wage grid:** Action already taken in item #9. Discussion included: future discussion to make smaller increases within steps of 2.5%; is this charge for Finance, Administrator, or Personnel Committee; PAA developed the wage grid a couple years ago and it was adopted by the Village-no revisions have been made except COLA adjustments.
- 12. Discussion of Personnel Manual revision workflow:** Barford has read through the current manual and most of the draft manual. Discussion included: which base manual should be used to work from-most felt the current manual with additions from the draft; in the manual, clarify what is the role of Personnel Committee vs. what is the role of the Administrator on some items; ideally completion by end of year.

Barford volunteered to be the point person on this project. She can meet with staff on appropriate sections to their departments for specifics. She will investigate any policy changes that have been approved by the Village Board. She will combine the current and draft manuals into one document to bring back to the Personnel Committee.

- 13. Discussion of Personnel Committee functions:** Barford gave an overview. She provided a list of purposes and functions in the packet. Discussion included: add guidance that the committee reviews the personnel manual regularly; Personnel Committee is tasked with COLA and step increases as stated in the manual; add that the Personnel Committee can review job functions; solidify to the Village Board that the Personnel Committee is a value and not a hinderance.

14. Future agenda items and announcements:

- a) Personnel Policy Manual
- b) Forester position recruitment status
- c) Report of personnel issues addressed by the Village Board
- d) Discussion regarding annual staff discussions and staff complaints up the chain

- 15. Next meeting date:** Tuesday, November 12, 2024 – 8:00am

- 16. Adjourn:** Albrecht moved, seconded by Gulbrandsen to adjourn at 9:50am. Motion carried.

Respectfully Submitted,

Chrissy Kahl

Deputy Village Clerk-Treasurer