

MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS

PERSONNEL COMMITTEE - APPROVED

Date and Time: Tuesday, November 12, 2024 – 8:00 am

Location: Village Hall/Hybrid

1. **Call to Order.** Chair Carol Barford called the meeting to order at 8:01am.
2. **Roll Call.** Members present at roll call: Chair Carol Barford, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe, Laura Stephenson and Erica Moeser. Also in attendance: Administrator Brian Mooney and Administrative Assistant Julie Wills.
3. **Note Compliance with Open Meetings Law.** Wills stated that the meeting was posted in compliance with the open meetings law.
4. **Public Comments** – No members of the public were present.
5. **Approval of Minutes – October 1, 2024.** Two corrections were noted to the draft October 1, 2024 minutes: (1) On item 11, corrected the last statement to read “no revisions have been made except COLA adjustments.”; (2) On item 13, corrected the 2nd last statement to read “add that the Personnel Committee can review job functions.” Motion by Lampe, seconded by Albrecht to approve the minutes as amended. Motion carried.
6. **Report and Discussion of Personnel Issues Addressed by the Village Board.** Chair Barford provided a table with recent Board actions, including proposed changes to the Administrator’s job description. This includes more hiring, termination, discipline and starting-wage authority for the Administrator. Discussion arose about the reasons for the changes and the effects on Personnel Committee function. Committee members felt that the Personnel Committee should continue to represent the community by taking part in the hiring process. Members were asked to provide questions for the upcoming Police Chief interviews.
7. **Discussion of Personnel Manual Revision Progress.** Discussion occurred regarding the status of the personnel manual update. Chair Barford indicated that she has been working on merging recent updates into the draft text and including items that are in current practice. After discussion it was noted that items addressing clothing reimbursements, employee bonus criteria and education reimbursement need to be clarified in the text. A positive tone, describing how an employee can be successful in their role, will be incorporated in the manual text. Items such as FMLA and defining sexual harassment and hostile workplace will be referenced with links to specific sites which will provide the most current and accurate information about these topics. Barford will bring the text back to the next meeting for review.
8. **Report on Position Vacancies.** Current vacancies are Police Chief, Police Officer and Forester. The Chief posting ends November 15th and the interview team will include Barford, John Imes and Bob Falk. The Police Officer recruitment has completed the interview process and forwarded a recommendation to the Administrator. Final approval will be considered at the November Village Board meeting. The Forester position continues to be open with the current job description and may have three applicants by the end of the week. An alternative option under consideration is a reconfiguration where the position is strictly a forester. The assistant forester position would absorb the remaining duties and be more of a naturalist and possibly be a seasonal role.

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 retirement benefits and open positions in the Village.**
10. **Reconvene to Open Session**
 - a. **Possible recommendation to the Village Board on conversion of accumulated leave at retirement from Village employment.** No action was recommended as a result of the closed session.
 - b. **Possible recommendation to the Administrator on the Village Forester job posting.** No action was recommended as a result of the closed session.
11. **Future agenda items**
 - a. **Personnel Policy Manual.** Moeser recommended equipment reimbursement for seasonal workers be discussed on a future agenda. She noted an example in which a seasonal worker was required to have composite boots and a bright shirt as a forestry intern and had to pay out of pocket. Stephenson asked to discuss the Personnel Committee's role and whether it has changed as a result of the governance project recommendations.
12. **Next Meeting Date: Tuesday, December 3, 2024 – 8:00am**
13. **Adjourn.** Motion by Lampe, seconded by Moeser to adjourn the meeting. Meeting adjourned at 10:32am.

Respectfully submitted,
Julie Wills
Recording Secretary

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.