

**AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS  
PERSONNEL COMMITTEE**

**Date and Time:** Tuesday, December 3, 2024 – 8:00 am

**Location:** Village Hall/Hybrid

Written comments can be sent to [info@shorewood-hills.org](mailto:info@shorewood-hills.org) before 8:00 am the day of the meeting. Comments received after this time are welcome and will be forwarded to the Committee but may not reach the Committee before the meeting starts. The meeting will normally be livestreamed on the Village's Facebook page [[@VillageOfShorewoodHills](#)] for passive viewing only.

Interested individuals may join the meeting using the Zoom information found here:

[www.shorewood-hills.org/zoom](http://www.shorewood-hills.org/zoom)

This page will have the meeting information needed to join the meeting on the Zoom platform.

1. Call to Order
2. Roll Call
3. Note compliance with open meeting law
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.
5. Approval of Minutes – November 12, 2024
6. Report and discussion of personnel issues addressed by the Village Board
7. Report on position vacancies
8. Discussion of Personnel Manual revision progress
9. Discussion of future roles of the Personnel Committee
10. 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
11. Reconvene to Open Session
  - a) Possible recommendation to the Administrator and the Village Board on conversion of accumulated leave at retirement from Village employment
12. Future agenda items
  - a. Personnel Policy Manual
13. Next Meeting Date: Tuesday, January 7, 2025 – 8:00 am
14. Adjourn

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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 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.