

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Wednesday May 17, 2017

Call to Order: Personnel Committee Chairperson John Imes called the meeting to order at 7:00a.m. Present were John Imes, Amy Neeno-Eckwell, Paula Hogan, Erica Moeser, and David Vitse. Mary Gulbrandsen and Anne Readel were excused. Village Administrator Karl Frantz was also in attendance.

Note compliance with open meeting law Mr. Frantz confirmed the meeting had been properly posted and noticed.

Approve previous meeting minutes - Ms. Hogan seconded by Mr. Vitse moved to approve the minutes of the March 16 Personnel Committee meeting. Motion passed 5-0.

Review and recommendation on hire/wage of new summer police/CSO. Ms. Moeser seconded by Ms. Hogan moved to recommend the hire of Colin Hirsch as a seasonal Community Service officer. The motion passed 5-0.

Review and recommendation on Hire part-time police officer Mike Wood – Police Chief Pine had provided the Committee a memo recommending this hire. Officer Wood had previously been employed by the Village as a police officer, is currently a full-time Sergeant with the City of Middleton, and wishes to return to work part time for the Village. Ms. Moeser seconded by Mr. Vitse moved to recommend the hire of Mike Wood as a part time police officer. The motion passed 5-0.

Police Chief Retirement Recruitment Process – Administrator Frantz outlined the process the Board had approved regarding the hire of a new Police Chief

- Need interim position due to June 12 retirement date
- Minimally two internal staff interested in interim and permanent Chief position. Desire to avoid internal departmental conflicts, fairness concerns
- Need outside recruitment and not imply we have an insider with an edge
- A departmental organizational analysis is a responsible, healthy and prudent thing for the Village to do. It will help with recruiting the right candidate, identify any staffing needs, provide review and updating of policies and procedures

- Retain Riseling Group for interim department director /chief, recruitment and org/audit study.
- Jerry Jansen to fill role of Chief.
- Interim position to start June 5. Allows for some interaction with Chief Pine
- Will manage department assist with recruitment process, transition and organization study as well as work on review/update and approval of policies and procedures

Organizational study will be performed by Riseling Group staff. Interim Chief will assist but with his prior work here, there should be an independent element

- Staffing analysis. Levels/management/ hierarchy/positions

- Evidence storage and protocols
- Staff and community, committee, resident, board interviews
- Assist with recruitment/hire

The Personnel and Public Health and Safety Committees will be apprised of and engaged in the recruitment, and the Personnel Committee will be the lead in the selection process and in turn the Village Board. The Public Health and Safety Committee will be apprised of and engaged in the policy and procedures development and review process and in turn the Village Board. Anticipate project completion hire and start date of new Chief by end of September.

Review and possible recommendation regarding revisions to Village leave policies due to medical conditions/injuries - The Committee reviewed the final draft policy that had prepared by Attorney Steve Zach in consultation with the Committee. Ms. Neeno – Eckwell seconded by Mr. Vitse moved to recommend Board approval of the light duty policy as drafted. The motion was approved 5-0.

Update on process to fill position after retirement of Village Clerk and proposed office staffing structure realignments – The Village Administrator reviewed the current organization chart in the Administrative offices. The upcoming retirement of Village Clerk Cokie Albrecht will leave some very difficult shoes to fill. Deputy Clerk Karla Endres and Administrative Assistant Emergency Services Coordinator David Sykes are both very good, dedicated and highly competent long-term employees and it would be good for the Village and for them as individuals to have an opportunity to advance. A plan is in process to redistribute the workload to create two new positions that provides for advancement, that are generally equal in stature. After that is accomplished, the staff will be able to better evaluate needs and the third position will be hired. The office staff including Cokie and Karl are independently reviewing the current job descriptions for each position and reallocating duties. Once that is done the staff will meet together to review the results and then collaboratively develop new position descriptions that will then be independently evaluated for placement on the grid by Carlson Dettman. Both jobs will be seeded directly under the Village Administrator who will serve as the Department Head.

Update on hire of DPW crew position - The Committee was introduced to Bryan Bennet the new Public Works crewmember.

Discussion and possible recommendation on additional recognition programs for Village staff and Personnel Committee role – This matter was deferred.

Next meeting dates and agenda items- The next meeting will be held on June 7. It is anticipated the interim Police Chief will attend the meeting.

The meeting was adjourned at 8:15 a.m.

Respectfully submitted,

Karl Frantz
Village Administrator