

AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE

Date and Time: Thursday, May 14, 2020 – 3:00 P.M.

Location: Virtual meeting via Zoom

To listen to the audio of the meeting live, call 1-312-626-6799 US (Chicago).

Meeting ID: 814 0072 9378

Passcode: 376471

1. Call to Order
 - a. Note compliance with open meeting law
2. Approve previous meetings minutes
3. Virtual meeting procedures
4. Consider recommendation on hire/wages of seasonal Forestry staff
5. Consider recommendation on hire/wages of seasonal DPW staff
6. Consider conditional hire/wages of seasonal Pool staff
7. Consider conditional hire/wages of seasonal Four Corners staff
8. Consider conditional hire/wages of seasonal Land Recreation staff
9. Consider conditional hire/wages of seasonal Tennis Program staff
10. Status report on hire of Police Lieutenant
11. Resignation of DPW Crewperson and recommend process to fill vacancy
12. COVID-19 Update and staffing/personnel policies
13. Adjourn

Please Note:

- *Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am on May 14, 2020.*
- *To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am on May 14, 2020 detailing which item is of interest. Your comments may be limited to 3 minutes.*

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.

Village of Shorewood Hills
Personnel Committee
Meeting Minutes
Monday, January 27, 2020 7:30 a.m.

1. Call to Order Chairperson Cokie Albrecht called the meeting to order at 7:30 a.m. Present, in addition to Ms. Albrecht, were Committee members Laura Stephenson, Greg Lampe, Mary Gulbrandsen, Amy Neeno-Eckwall and Alan Goldenberg. Erica Moeser was excused from the meeting. Police Chief Aaron Chapin, Police/Court Clerk Martha Davis, Village Administrator Karl Frantz and Village Clerk Karla Endres were also in attendance.
a. Note compliance with open meeting law Mr. Frantz confirmed the meeting had been properly posted and noticed.

2. Approve previous meeting minutes

Ms. Gulbrandsen moved and Mr. Lampe seconded approval of the November 21, 2019 minutes. Motion passed 5-0.

3. Inform Committee on hire of Eric Neeno-Eckwall as Crossing Guard

Aaron Chapin gave a brief background on the hiring of Eric Neeno-Eckwall. He had a brief training with Lt. Martens. No further action needed.

4. Recommendation on creation of Advanced CSO/Police Clerk position and placement of Nick Bybee in position at grade 8 step 2

Aaron Chapin gave a brief background of the Carlson Dettman job description questionnaire that was performed on Nick Bybee's position. He has the capacity to do higher levels of administrative duties to assist the Police Administrative Assistant and has the potential to assist with succession planning. Nick is at a higher level than previous CSO's and Aaron would like to see him have a title of Advanced CSO. He will still have a seasonal CSO for the summer.

Mr. Frantz stated that this position is currently at grade 7. Staff is recommending grade 8 for the advanced duties that this individual is able to undertake. This helps the Village advance employees in a position where there are not many opportunities to advance and help retain employees with advancement.

Aaron stated this position does not require the police academy as a pre-requisite.

Marty Davis explained that Nick is helping separate the duties between Court and Police in the Police Department.

Mr. Goldenberg asked if there was a position in the future that he would advance to.

Aaron Chapin stated he has plans that when Marty retires, her police position could go to 100% and he would be a candidate to fill that spot.

Amy Neeno-Eckwall asked if the Administration was assisting Marty with the Court position when needed.

Mr. Frantz stated the Administration was helping to a degree currently when the Court Clerk is away but it's happening sporadically.

Ms. Gulbrandsen asked if they were eliminating the position of CSO.

Aaron explained that the position wasn't being eliminated but would be an option on the grid depending on the applicant. He would like an Advanced CSO but wanted to keep the Police Department's options open, knowing if an Advanced CSO could not be found, then they use the CSO description for a qualified applicant.

Mr. Frantz explained the Court is decided by the Judge and the Village only has the discretion to give the Judge a budget of what can be spent on the Court Clerk position.

Ms. Neeno-Eckwall suggests taking the Court Clerk position up with the part-time Administration positions.

Ms. Gulbrandsen moved and Ms. Stephenson seconded the recommendation to the Board of Trustees that the Advanced CSO position be moved from grade 7 to grade 8 step 2 with retroactive pay to the first full pay period of 2020.

Motion Passed Unanimously.

5. Status of Pool Manager recruitment/hiring process including analysis of that position and possible recommendations

Mr. Frantz gave a brief summary of the recruitment efforts that have been on going over the past couple months without a successful outcome. The job description had been modeled off the idea that this position could be just seasonal. The thought is that Erik Johnson and Chris Carbon will help get the Village through the season as best as possible until a point where a seasonal hire has been made. We are anticipating for the 2020 season that the Village will have to just get by with the way things are now, but look for a hire in the future seasons for this position. He then explained that the Village could add 20 hours to the 20 hours currently filled by two part-time Administrative Assistant positions and create a full time position that would fulfill the Pool Manager and Administration support. He envisions the Pool and Recreation programs incurring the cost difference of the 20 hours per week.

Ms. Stephenson stated Res-life students from the UW would be great for the position for 20 hours with the administration portion of the recreation position.

Mr. Lampe likes the fact that the Pool Manager facility maintenance duties have been moved to the DPW to free up the time of the Pool Manager to focus on managing the staff.

Mr. Frantz stated the crew might come back with the needs of additional staff due to the additional duties of the pool.

Ms. Neeno-Eckwall stated the rec programs are a lot of work for the parent volunteers. She likes the idea of making the administrative duties of the recreation programs and pool duties completed by one person and make it a more cohesive job.

Ms. Stephenson clarified that the pool will still have their staff member to be designated to keep the culture of the pool running as it has in the past but the Village, Pool and Recreation will share a staff member that will do the administrative work for the pool and recreation programs along with the administrative duties asked.

Mr. Lampe stated this creates advancement opportunities in positions at the pool working from the entry level positions to the managerial level positions.

Mr. Lampe moved and Ms. Gulbrandsen seconded a motion for the Village to move forward with restructuring the Pool Manager position into three parts consisting of a Seasonal Pool Manager, Pool facilities management by DPW staff, and then increasing the hours of the current part time Administration personnel to 40 hours to include recreation management and pool administrative duties.

Motion passed 5-0.

DPW Chief recruitment hiring and discuss process going forward including recommendations

Mr. Frantz gave a brief summary of the DPW position and that there are 8 applicants, two of them being internal.

Ms. Neeno-Eckwall, Mr. Goldenberg, Mr. Lampe, Ms. Albrecht and Mr. Frantz will narrow down the applicants based on credentials. Ms. Gulbrandsen and Ms. Stephenson are willing to be on the interview panel.

The Personnel panel reviewing the DPW Chief Applications will meet Friday, January 31st at 9:00 A.M.

The interview panel will be Cara Faris, Dave Benforado, Karl Frantz, Cokie Albrecht, Mary Gulbrandsen and Laura Stephenson.

No further discussion.

7. Discuss orientation program/materials for Personnel Committee appointees and recommendations

Ms. Albrecht briefly explained Ms. Neeno-Eckwall's emailed list of materials to the Committee.

Mr. Frantz will do an organizational chart

8. Next meeting dates

Friday at 9:00 am

9. Adjourn

Mr. Gulbrandsen moved and Ms. Stephenson seconded a motion to adjourn at 9:31 am.

Meeting adjourned at 9:31 a.m.

Respectfully submitted,

Karla Endres
Village Clerk

Village of Shorewood Hills
Personnel Committee
Meeting Minutes
Tuesday, April 14, 2020 1:00 p.m.

1. Call to Order Chairperson Cokie Albrecht called the meeting to order at 1:03 p.m. virtually by Zoom. Present, in addition to Ms. Albrecht, were Committee member Mary Gulbrandsen, Laura Stephenson, Alan Goldenberg, Erica Moeser and Amy Neeno-Eckwall. Greg Lampe joined at 1:18 p.m. Chief Chapin and Village Administrator Karl Frantz and Village Clerk Karla Endres were also in attendance.

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

2. Virtual meeting procedures- Mr. Frantz explained the procedures of hosting a virtual meeting.

3. Consider recommendation on hire of Public Works Crew Chief

Mr. Frantz gave a brief summary of the hiring process.

Ms. Moeser moved and Ms. Neeno-Eckwall seconded a motion to recommend to the Board of Trustees the hire of Mike Meier as Public Works Crew Chief subject to the conditional letter of offer dated March 17th, 2020.

Motion passed 6-0.

4. Consider recommendation on promotion of Tary Handschke to lead crew/mechanic Grade 11 Step 7

Mr. Frantz gave a brief summary of the proposed promotion for Tary Handschke.

Mr. Lampe Joined the meeting at 1:18 pm

Ms. Albrecht indicated she understood these to be considered promotions instead of reclassifications. She also mentioned the wage grid grade titles would be changed to "Crew 1" and "Crew 2" instead of having a unilateral move and removal of the "Crew Member Old" and "Crew Member New" titles. The suggestion to also change the title from "Public Works Crew Director" to "Public Works Crew Chief".

Ms. Moeser moved and Mr. Lampe seconded a motion recommending to the Board of Trustees the promotion of Tary Handschke to Lead Crew/ Mechanic at Grade 11 Step 7 effective April 12, 2020.

Motion passed 7-0.

5. Consider recommendation on promotion of Craig Steinle to Crew II (old) Grade 10 Step 6

Ms. Stephenson moved and Ms. Moeser seconded a motion recommending to the Board of trustees to promote Craig Steinle to Crew II Grade 10 Step 6 effective April 12, 2020.

Motion passed 7-0.

6. Consider process for recruitment and selection of Police Lieutenant

Chief Chapin updated the Committee on the status of the Police Lieutenant that is currently postponed due to the COVID-19 social distancing requirements. He had an interview panel scheduled and an assessment project to be completed by each candidate. He also had an assessment center lined up to have a role play between supervisor and Lieutenant. The process is on hold currently and Chief Chapin is not committed to proceeding in the future with the previous plan but is happy to do the same if the Personnel Committee preferred.

Ms. Moeser shared her concern about the elaborate process of interviewing and assessment when the candidates are all internal and well known.

Chief Chapin would like to have the process be the deciding factor instead of the current internal communication of the staff assuming a certain candidate has the position already.

Ms. Stephenson appreciates the rigor of the Chief's process but is curious how long he feels he can wait to fill this position.

Ms. Moeser added that the Committee needs to be cognoscente of the Board of Trustee's meetings for final approval.

No further action was taken.

7. Consider hire of part time police officers

Chief Chapin briefly explained his request to hire Part Time Police Officers.

Ms. Moeser asked if Courtland Martens would be paid at the Village's part time rate for an officer. Chief Chapin confirmed that he would. She also inquired as to what the circumstances of Eric Daniel's termination of employment from Dane County was.

Chief Chapin stated it was because he was on probation and was disrespectful to a Madison Police Officer at a downtown Madison bar while consuming alcohol off duty. He was terminated at that point. It is uncharacteristic of him to drink and to behave like he did according to the background check performed by the Village.

Ms. Albrecht asked what supervision Eric Daniel would have if hired by the Village.

Chief Chapin stated he would have a lengthy field training process and he has not had previous on road training so that would be required. He would have to have approximately two months of full time training to be ready to be on his own.

Ms. Moeser asked how long he was employed with Dane County and if he has been turned down by any other agencies.

Ms. Stephenson asked how it logistically works with Courtland Martens since he lives in Tennessee.

Chief Chapin stated he would work shifts when officers are gone for a week at a time. He would need to complete his fire arms training and other required training would be covered by his continuing education credits as an attorney in Tennessee.

Ms. Neeno-Eckwall asked if he would be reimbursed for his drive time and gas.

Chief Chapin stated he would not be reimbursing him for gas and drive time.

Ms. Stephenson asked if there are any other benefits for the Village to retain him as a part time officer.

Chief Chapin stated he would envision having Courtland help with reviewing policies with his legal background.

Ms. Gulbrandsen moved and Mr. Goldenberg seconded a motion to recommend to the Board of Trustees the hire of Courtland Martens and Eric Daniel as part time Police Officers effective immediately.

Motion passed 7-0.

8. Review and discuss recent hire of Pool Manager

Mr. Frantz gave a brief summary of the hiring of Elaena Noffsinger as the new Pool Manager and her assisting with the interview process of pool staff currently.

Ms. Albrecht stated the Board of Trustees are aware that there is some concern with the Personnel Committee with the structure of the current Pool Manager position and its duties and should be considered in the future.

No further action was taken.

9. COVID-19 Update and staffing

Mr. Frantz gave a brief update on the safety of our elections and how well staff did during that stressful time.

Chief Chapin updated the Committee on the Personal Protective Equipment (PPE) for the Police and that they feel they have sufficient equipment at this time. He also updated the Committee on the procedures they have in place for dealing with COVID-19 potential situations.

10. Adjourn

Ms. Moeser moved and Ms. Gubrandsen seconded a motion to adjourn at 2:44 pm.

Motion passed 7-0.

Respectfully submitted,

Karla Endres
Village Clerk

MEMO TO: Karl Frantz
FROM: Corey George, Village Forester
DATE: May 4, 2020

SUBJECT: Forestry/Parks Staff and Wage Increase Consideration

Dear Members of the Personnel Committee,

We have a great team ready to go this spring/summer! The current starting wage for seasonal and part-time employees is \$12/hour. I would like to propose an increase to the starting minimum wage for seasonal and part-time employees. We can better recruit and retain quality employees that way. My recommendation would be to set the starting wage at \$15/hour and offer a \$1/hour increase for returning workers (maxed at \$17/hour). All three of these employees would be part-time (20 hours/week or less) and we have budgeted for the following recommendations.

Please consider the following for our 2020 Forestry/Parks staff wages:

Position	Name	\$/hour
Parks/Natural Areas Lead Crew	Adam Lohrmann	\$17.02
Horticulture/Soils Specialist	Annalisa Stevenson	\$16.00
Forestry Intern	Tory Armstrong	\$15.00

Adam Lohrmann is a year-round (part-time) employee and on the pay grid. He was hired October, 2018 as a year-round part-time Forestry/Parks staff member. His starting wage was \$15.00/hour and was placed at Grade 5, Step 1 in 2019. Adam has a M.S. degree in Environmental Studies. He has over 10 years of experience in the field of ecological restoration, working with the US Forest Service, professional restoration companies, non-profit organizations, and private landowners.

Annalisa Stevenson worked with us last year and performed exceptionally. She grew up in the Village (Viburnum Drive) and is currently studying soil science at UW-Madison. She is a member of the Garden Club and is passionate about making the Village more “Green”. She has even proposed biking at work with a wagon and tools ☺

Tory Armstrong is studying Forestry at UW Madison and is also in the Marines! He has been working with us for a few weeks as an LTE and has done a great job. We are currently paying him \$12/hour. I would like to recommend his hire as a seasonal employee at \$15/hour.

Thank you for your time and consideration on this matter.

Corey George, Forester

MEMO TO: Karl Frantz

FROM: DPW Staff

DATE: May 12, 2020

SUBJECT: Summer DPW Hires

Proposed hires for summer 2020:

Joseph Clark	Second Year	\$13.00/hr
Sawyer Ladd	Second Year	\$13.00/hr
Benjamin Rashid	Second Year	\$13.00/hr

2020 OFFICIAL Shorewood Hills Pool Staff

Checker/Concessions/Cashier/Lesson Assistant

Last Name	First Name	Phone Number	Age/Grade	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Aman-Lavicky	Kate	608-509-2049	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Anderson	Emi	608-692-6869	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Carbon	Taylor	608-772-2828	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes
Collins	Benjamin	608-571-8340	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	Yes
Cooper	Amelia	608-556-4449	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Cranley	Lucy	608-886-8182	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	
Gadau	Lucia	608-469-8439	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	No	
Harlow-Dederich	Hanna	608-772-9541	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
House	Charles	608-609-0640	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	
Hueth	Dani	608-695-5265	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Keck	John (Basil)	608-422-2323	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Lauer	Josie	608-217-1061	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Maly	Chris	608-212-5955	12	2017	4	Checker/Concess	\$8.00	Lesson Assistant	\$8.00	Yes	Yes
Mattison	Dietrich	608-421-3382	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Mattison	Elliot	608-886-1348	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
McGlenn	Tess	608-669-5558	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	
McMurray	Estella	608-556-1270	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Puchalski	Gwen	608-698-2807	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Schick	Erika	608-770-4430	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Sheehan	Austin	608-571-8513	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Scheer	Madelyn	608-572-3835	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes
Schliem-Guzman	Sophia	608-622-3849	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		Yes
Sloan	Mathilde	608-628-2434	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	
Ward	Maggie	608-345-3927	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Ward	Lila	608-870-7980	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Watson	Nora	608-219-9507	10	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	
Zahed	Lucas	608-332-1505	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	
Zinnen	Claire	608-571-8598	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes

Total Cashier/Concessions: 25

Part-Time Guards/Lesson Instructor/Checker/Concessions/Cashier

Last Name	First Name	Phone Number	Age/Grade	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Position 3	Wage (3)
Cranley	Joe	608-692-4618	11	2018	3	PT Guard/Instructor	\$9.25	Little Sharks	\$11.25		
Falk	Sam	608-709-6323	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
House	Jackie	608-224-9939	11	2019	2	PT Guard/Instructor	\$9.25				
Jordan	Avana	608-443-6794	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
Locher	Matthew	608-622-1551	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
Messner	Kate	608-320-6400	11	2018	3	PT Guard/Instructor	\$9.25	Swim Coach	\$1,975		
Miller	Eliza	608-960-1511	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
Sullivan	Bridget	608-320-5411	11	2018	3	PT Guard/Instructor	\$9.25				

Weiss	Jaden	608-515-4375	Grad	2016	5	PT Guard/Instructor	\$9.75	Head Swim Coach	\$3,750.00		
Wells	Rian	608-422-2010	10	2020	1	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.25		
Chikowero	Makanaka	608-572-9182	10	2020	1	FT Guard/Instructor	\$9.00			Yes	
Collins	Josie	608-807-6761	10	2019	2	FT Guard/Instructor	\$9.00			Yes	
Dennis	Stella	608-338-6093	10	2020	1	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.25	Yes	Yes
Lahey	Ryan	608-381-8893	10	2020	1	FT Guard/Instructor	\$9.00			Yes	
Lemmenes	Emily	608-424-5392	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes
McKinney	Emma	608-662-6898	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	yes	
Richmond	Nathaniel	608-772-9731	10	2019	2	FT Guard/Instructor	\$9.00			Yes	
Rosenthal	Maia	608-843-3332	10	2020	1	FT Guard/Instructor	\$9.00			Yes	Yes
Stair	Sofia	608-692-6463	10	2020	1	FT Guard/Instructor	\$9.00			Yes	Yes

Full-Time Guard/Lesson Instructor

Last Name	First Name	Phone Number	Age/Grade	Yr. Started	# yrs total	Position 1	Wage (1)	Position 2	Wage (2)	Offered Positions?	Accepted Positions
Gotzler	Jane	608-622-2424	11	2018	3	FT Guard/Instructor	\$9.25			yes	
Gotzler	Ella	608-695-5857	FR	2017	4	FT Guard/Instructor	\$10.00			Yes	
Hackworthy	James	608-334-5237	11	2020	1	FT Guard/Instructor	\$9.00			Yes	Yes
Hirschfield	Halia	608-572-3143	11	2020	1	FT Guard/Instructor	\$9.00			Yes	yes
Hoffman	Aidan	608-512-2173	11	2019	2	FT Guard/Instructor	\$9.25			Yes	Yes
Jordahl	Serena	608-957-5144	11	2018	3	FT Guard/Instructor	\$9.25	Little Sharks	\$11.25	Yes	Yes
Knisley	Katherine	608-294-8014	11	2018	3	FT Guard/Instructor	\$9.25			Yes	Yes
Lemmenes	Alexander	608-395-4622	12	2019	2	FT Guard/Instructor	\$9.25	Little Sharks	\$11.25	Yes	
Link	Phoebe	608-669-2478	FR	2019	2	FT Guard/Instructor	\$9.25			Yes	
Link	Grace	608-576-1052	JR	2017	4	FT Guard/Instructor	\$10.00	Swim Coach	\$1,975	Yes	
Morgan	Maggie	608-658-3855	12	2017	2	FT Guard/Instructor	\$9.25			Yes	Yes
Pollock	Natalie	608-438-0199	11	2018	3	FT Guard/Instructor	\$9.25			Yes	Yes
Schick	Natalie	608-628-3511	11	2018	3	FT Guard/Instructor	\$9.25	Little Sharks	\$11.25	Yes	Yes
Stark-Torrentera	Gabriela	608-712-0124	11	2019	2	FT Guard/Instructor	\$9.25			Yes	Yes
Tracy	Anna	608-327-9926	11	2018	3	FT Guard/Instructor	\$9.25	Water Ballet Instructor	\$850	Yes	Yes

Total FT Lifeguards: 24

Sub Guards

Last Name	First Name	Phone Number	Age	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Cranley	Owen	608-886-3004	Grad	2015	6	Sub Guard	\$10.00	Head Coach	\$3,750.00	Yes	Yes
Jaye	Anna	608-515-4483	Grad	2014	6	Sub Guard	\$10.50			Yes	Yes
Jordahl	Ella	608-957-5810	Grad	2016	5	Sub Guard	\$10.00	Swim Coach	\$2,655	Yes	Yes
Klodd	Alexa	608-215-9616	12	2018	3	Sub Guard	\$9.75			Yes	
Mickelson	Emma	608-556-8848	JR	2015	6	Sub Guard	\$10.50			Yes	
Moran	Lauren	608-712-7018	Grad	2016	3	Sub Guard	\$9.75			Yes	Yes
Purtell	Mitchell	608-770-9175	12	2019	2	Sub Guard	\$9.25			Yes	
Quattrucci	Izzy	608-239-5733	Grad	2016	5	Sub Guard/Instructor	\$10.25	Swim Coach	\$2,655	Yes	Yes
Sheehan	Dane	608-960-1742	Grad	2016	4	Sub Guard	\$10.00	Swim Coach	\$1,975	Yes	Yes
Tracy	Emma	608-347-4005	Grad	2014	7	Sub Guard	\$10.25			Yes	Yes

Total Sub Guards: 9

Other Coaches

Last Name	First Name	Phone Number	Age	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Chitwood	Mickey	608-238-6066	Grad	2007	14	Water Aerobics	\$20.75			Yes	
Ford	Elyse	608-354-6768	Grad			Water Ballet Coach	\$1,075.00				
Kilian	Petra	608-279-4550	Grad	2020	1	Masters Coach Sub	\$15.50			Yes	
LeBarre	Melanie	608-225-1310	Grad	2016	5	Water Aerobics (Sub)	\$18.50			Yes	Yes
Michelson	Leah	608-692-0041	?	2019	2	Diving Coach	\$1,375			Yes	
Millholland	Carl	608-381-5314	Grad	2019	2	Masters Coach	\$15.75			No-Email has not gone through	
Peterson-Weber	Alex	608-556-6361	23-Grad	2013	8	Masters Coach	\$16.50			Yes	Yes
Reilly	Susan	608-358-6320	Grad	2013	7	Water Aerobics	\$19.25			Yes	Yes
Williams	Steffanie	608-438-1235	Grad	?	?	Water Ballet Coach	\$1,150	Lesson Instructor \$12.00		Yes	
Williams	Josh	608-438-1234	Grad	??	?	Head Diving Coach	\$\$2175			Yes	

Total Other Coaches: 9**Assistant Managers/Head Guard**

Last Name	First Name	Phone Number	Age	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Ellmaker	Amanda	414-477-5506	Grad	2013	8	Assistant Manager	\$15.25			Yes	
Landgraf	Luke	608-712-1476	Grad	2008	?	Assistant Manager	\$13.00			Yes	Yes
Melnick	Noah	608-609-8101	JR	2015	6	Assistant Manager	\$13.00	Sub Guard	\$10.50	Yes	
Messner	Molly	608-443-6503	Grad	2016	5	Assistant Manager	\$13.00	Swim Coach	\$2,075	Yes	Yes
Nettum	Signe	608-712-9668	SO	2016	5	Head Guard	\$13.00				Yes

Total Assistant Coaches/HG: 5**Total Number of Employees: 86**

Name	Position	Grade	New or returning	Weeks	Rate
Paul Cranley	Director	12	Returning	1-8	\$12.00
Elise Schmitt	Director	12	Returning	1-8	\$12.00
Molly Dorr	Head Counselor	11	Returning	1-8	\$10.50
Hannes Berghahn	Counselor	11	Returning	1-8	\$9.75
Amelia Matthew	Counselor	11	Returning	1-8	\$9.75
Nora Cote	Counselor	11	Returning	5-8	\$9.75
Brendan Hurley	Counselor	10	Returning (CIT last year)	1-4	\$9.50
Lila Ward	Counselor	9	New	1-4	\$9.50
Ben Altaweel	Counselor	10	New	5-8	\$9.50
Maia Sherman	CIT	11	Returning (CIT last year)	1-2	\$8.50
Eliza Seibers	CIT	10	New	3-4	\$8.25
Stella Wickman	CIT	9	New	5-6	\$8.25
Sophie Schlimovitz	CIT	9	New	7-8	\$8.25

2020 Land Recreation Program

Name	Applying for	Prior Land Rec Experience	Age > 18	Wage	Offer letter accepted
Ava Ridders	CIT	None	No	8.25	yes
Stella Wickman	CIT	No	No	8.25	yes
Sam Kuemmel	CIT	No	No	8.25	yes
Sophie Shlimovitz	CIT	no	No	8.25	yes
William Barford	Counselor	2016, 2017, 2018, 2019	Yes	10.25	yes
Amelia "Mia" Matthews	Counselor	2019-subbed and did 4C	No	9.50	yes
Owen Tsao	Counselor	2019 (1st session)	No	9.50	yes
John Soberon-Cehade	Counselor	CIT	No	9.50	yes
Ben Altaweel	Counselor	2019	No	9.50	yes
Maia Sherman	Counselor	2018, 2019	No	9.75	yes
Brendan Hurley	Counselor- DIT		No	9.75	yes
Benji Matthew	Director	2016, 2017, 2018, 2019	Yes	11.50	yes
Ryan Buencamino	Director	2017, 2018, 2019 (Director in Training)	No	11.50	yes

SHOREWOOD HILLS COVID-19 RESPONSE POLICY

In accordance with OSHA requirements and the Wisconsin Department of Health Services guidance, the Village of Shorewood Hills has established the following guidelines for all employees of the Village.

The COVID-19 pandemic is an evolving and dynamic situation, so the Village's response to it may change as it and other authorities receive more information and understanding of the disease. The risks of the virus causing COVID-19 should be taken very seriously. The Village will continue to monitor developments and will update employees when information changes as soon as it is able to do so.

The Village reserves the right to revise, supplement, rescind, or deviate from any of these policies or portion of this Policy from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

General Village Policies Related to COVID-19

- If an employee experiences acute respiratory illness symptoms (i.e. fever, cough, shortness of breath) at work, the employee should notify his/her supervisor and should be sent home immediately. If an employee is able to notify their supervisor by telephone or email, he/she should do so.
- Employees should notify their supervisor and stay home if they have symptoms of acute respiratory illness and must not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) and provide the Village with written documentation from a health care provider permitting them to return to work.
- If an employee has a confirmed case of COVID-19, the employee must contact the employee's supervisor by phone or email. In such cases, the employee will not be allowed to report to work until at least 14 days of quarantine after diagnosis and the employee provides the Village with written documentation from a health care provider authorizing the employee's return to work.

The Village will inform fellow employees who have been in contact with that employee of their possible exposure to COVID-19 in the workplace, but will not disclose the employee's identity.

- Any employee exposed to someone with a confirmed or suspected case of COVID-19 should contact the employee's medical provider for guidance and not report to work until instructed to do so. An exposed employee may be permitted to continue to work provided that they remain asymptomatic and are permitted by the employee's health care provider to return to work. A potential exposure means being in contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.
- Depending on an employee's job duties, an employee may be permitted to telework or work remotely. Such decisions are in the Village's sole discretion. The ability to work remotely will be determined both on the basis of basic job functions and the needs of the Village and may change during the course of any period of isolation.
- If an employee is asked to telework, and needs equipment or technical support to do so, they should contact their supervisor. The Village will attempt to provide such equipment or support, but cannot guarantee that an employee will be able to work remotely if they do not have the ability to do so.

Village Policy Related to Sick Leave

- For the health and safety of all of an employee's coworkers, it is essential that employees not report to work if they suspect that they have COVID-19. If an employee has contracted COVID-19, and they believe that they became infected with the disease while working for the Village, including during work-related travel, they should immediately alert the Administrator. Supervisors may need to record or report such instances of exposure under applicable OSHA rules.
- All employees other than Emergency Responders have access to leave under the Family First Coronavirus Response Act which provides for additional sick leave and FMLA leave in certain circumstances. If available, this leave is in addition to any other accrued paid sick leave and does not reduce that leave but may only be used for these purposes.

- Employees are required to follow the Village's policies related to sick leave and for reporting absences related to COVID-19. The Village will extend sick leave to COVID-19 absences. If an employee does not have available leave, the employee should contact the Administrator to request a discretionary leave. In addition, an employee may also qualify for Short Term Disability Leave, Long Term Disability, Family Medical Leave, and/or other discretionary medical leave and can contact the Village Administrator for more information.
- If an employee contracts COVID-19 and suffers from any complications that impact their return to work, they should contact the Administrative office to discuss how potential ways that can assist them while the employee recovers.

Village Travel Policy Related to COVID-19

- There is a greater risk of infection in areas with active outbreaks.
- The Wisconsin Dept. of Health Services has issued a directive advising that anyone who has spent time outside of their local community in the past 14 days, including in Wisconsin, is being asked to complete a 14-day voluntary self-quarantine, unless they are health care workers or otherwise performing essential services. For 14 days after such travel, employees should self-quarantine.
- Air travel and use of other forms of mass transportation can contribute to the spread of the COVID-19. If an employee has traveled by air or any other form of mass transit other than for commuting purposes or has traveled separately to any area where the CDC has issued a Risk 3 level or higher advisory, or which is under a general isolation order by a local authority, the employee must self-quarantine for 14 days after the trip. Employees should not return to work after any such travel until 14 days without symptoms. If an employee develops symptoms after traveling, the employee should contact a health care provider

If possible, the Village will make arrangements for the employee to work remotely until the employee is cleared for work. Please note, this telework policy applies only to the specific risk of COVID-19. T.

- If an employee has any personal travel planned, please be sure to check for travel advisories on the State Department website and the CDC website. The Village recommends that employees avoid all unnecessary travel at this time.