

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Thursday, March 16, 2017 7:00 a.m.

1. **Call to Order** Chairperson John Imes called the meeting to order at 7:04 a.m. Present, in addition to Mr. Imes, were Committee members Erica Moeser, Amy Neeno-Eckwell, David Vitse, Paula Hogan and Anne Readel. Village Counsel Steve Zach of Boardman and Clark, LLP, Village Administrator Karl Frantz, Police Chief Dennis Pine and Village Clerk Cokie Albrecht were also in attendance
 - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
 - b. **Approve minutes from previous meetings** Ms. Readel moved and Ms. Gulbrandsen seconded a motion to approve the minutes of the regular and closed sessions of the Personnel Committee meeting of February 17, 2017. Motion passed unanimously.
2. **Review and possible recommendation regarding revisions to Village leave policies due to medical conditions/injuries** Since the last Personnel Committee meeting, Mr. Zach polled the City of Madison Police Department, a suburban ring city, and a village approximately comparable to Shorewood Hills, to ascertain how they handle leave for pregnant police officers. He learned: the City of Madison—including the police department there—provides light duty; the ring suburb does not provide light duty, pregnant officers there take personal leave and no Income Continuation Insurance is provided; the village comparable to Shorewood Hills deals with this on a case-by-case basis—light duty is offered when work is available. Mr. Zach said that a leave policy must apply to all—the Village can not treat pregnant police officers differently than other employees. After discussion, Mr. Zach will draft a leave policy for the Committee’s consideration stating light duty will be offered case-by-case, based on whether work is available.
3. **Review and recommendation to adjust Department of Public Works (DPW) and Forestry seasonal wages to \$12.00 per hour to start with \$.25 increase for each year returning** DPW Chief John Mitmoen and Forester Corey George joined the meeting at 7:50 a.m. They stated the \$10/hour wage the Village has offered to seasonal crew and forestry employees for several years is no longer competitive. Ms. Readel moved and Ms. Hogan seconded a motion to recommend to the Trustees that the starting wage for seasonal crew and forestry employees increase from \$10 to \$12/hour with a \$1/hour raise for those returning the following year, to a cap of \$16/hour. Motion passed unanimously.
4. **Update on process and consider interview panel of open DPW crew position** More than twenty-five applied for the crew position; the interviewees have been identified. Ms. Hogan and Mr. Imes agreed to join Mr. Frantz and Mr. Mitmoen as members of the interview panel.
5. **Discussion and possible recommendation on additional recognition programs for Village staff and the Personnel Committee’s role** Discussion of this agenda item was deferred until another meeting.
6. **Next meeting dates and agenda items** No meeting dates were selected.
7. **Adjourn** Meeting adjourned at 8:07 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk