

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Wednesday, June 7, 2017 7:00 a.m.

- 1. Call to Order** Chairperson John Imes called the meeting to order at 7:03 a.m. Present, in addition to Mr. Imes, were Committee members Mary Gulbrandsen, Erica Moeser, Amy Neeno-Eckwall, Anne Readell, Paula Hogan and David Vitse. Consultant Dale Burke of the Riseling Group, Village Administrator Karl Frantz, Sergeant-Detective Corey Denzer 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. Hogan moved and Ms. Neeno-Eckwall seconded a motion to approve the minutes of the Personnel Committee meeting of May 17, 2017. Motion passed unanimously.
- 2. Meet interim Police Chief Jerry Jansen and discuss process to recruit and hire new Chief and management/organization study during interim period** Chief Jansen was unable to attend the meeting; Mr. Burke represented the Riseling Group in his absence. Mr. Burke said he and co-worker Debra Hettrick will assist the Village in recruiting and selecting the candidates to be considered for the Police Chief position. The consultants plan to meet individually with interested members of the Police staff, Board of Trustees, and Personnel and Public Health and Safety Committees to identify the qualities those employees and residents would like to see in a Police Chief. Those conversations will inform the development of a job description—the consultants are looking for candidates who will be a good fit for the Shorewood Hills community. They then will coordinate the advertisement of the Chief opening and will review the applications received to narrow the candidates to a reasonable number to interview. Additionally, the Riseling Group will undertake a review the Police Department to identify its strengths and areas needing improvement, if any.
- 3. Update on process to fill position after retirement of Village Clerk and proposed office staffing structure realignment** Mr. Frantz provided an update on the process to realign the staffing of the Administrative office when Ms. Albrecht retires. Job descriptions have been reviewed to assist with the reassignment of Deputy Clerk Karla Endres and Emergency Services Coordinator David Sykes' duties in preparation for their assumption of the Village Clerk's roles. Carlson Dettmann Consulting has been hired to do CliftonStrengths personality analyses of the Administrative staff. The information gleaned will facilitate the division of responsibilities. Carlson Dettmann will also be asked to provide guidance about the appropriate salaries to be paid the staff when they assume their new duties. Mr. Frantz anticipates an employee will be hired in 2018 to assist with some of the work load currently handled by Ms. Endres and Mr. Sykes.
- 4. Discussion and possible recommendation on additional recognition programs for Village staff and the Personnel Committee's role** This item will be tabled until Ms. Neeno-Eckwall and Mr. Imes have discussed their interest in including it on a future agenda.
- 5. Review and recommendation on any seasonal hires** There were none to consider.
- 6. Next meeting dates and agenda items** The Committee members will be polled later to identify a meeting time ~ the week of July 23, 2017.

7. **Adjourn** Meeting adjourned at 8:05 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk