

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Thursday September 28, 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, Paula Hogan and David Vitse. Anne Readel was recently appointed Chair of the Village's new Sustainability Committee, in addition to her other Trustee duties, and has stepped down from the Personnel Committee. Village Administrator Karl Frantz, Deputy Clerk Karla Endres 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.
2. **Approve minutes from previous meetings** Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to approve the minutes of the Personnel Committee meeting of June 7, 2017. Motion passed unanimously.
3. **Consider compensation to Pool Manager for off-season work associated with the UW Swim Team rental of the Pool** The UW Swim team is renting the Shorewood Hills Pool in the off-season for two hours a day, four days a week, while its facility is being remodeled. The University is paying a rent of \$250/hour and the heat, electricity, water and chemical expenses required to keep the Shorewood Hills space open. The Pool Committee has recommended that Pool Manager Erik Johnson receive \$600/week, in addition to his annual salary, in compensation for the anticipated 20 hours/week of his labor the UW rental will require. Under this arrangement, the Pool will net \$1400/week. Ms. Gulbrandsen moved and Ms. Hogan seconded a motion to recommend the payment of the additional wage to the Pool Manager with the caveat that if this were to happen again, the opportunity for the extra hours would be open to others. After discussion, Ms. Gulbrandsen withdrew the motion and the agenda item was tabled. Since the UW rental arrangement is almost over, Mr. Imes and Mr. Frantz will speak with Pool Committee Chair Barb Center and Mr. Johnson about the actual number of staff hours the rental required, and how this arrangement will be handled in the future.
4. **Consider a policy establishing a provision for the conversion of unused sick leave at retirement to be converted to deferred compensation** Several years ago the *Personnel Policy Manual* allowed sick leave balances to be paid out in cash to employees who retired from the Village. This policy was later revised to avoid the necessity of staff paying taxes on that benefit: the *Personnel Policy Manual* now says sick leave balances can be used to pay health premiums after the retirement of employees who are participating in the Village's health insurance program. The payments are made monthly by the Village directly to ETF until the retiree's sick leave balance is exhausted. The amount available for premiums is calculated by multiplying the employee's sick leave hours (to a cap of 960 hours) times his/her wage at retirement. The policy change has meant that employees who retire while not on the Village's health insurance program—and who have saved the Village considerable sums through the years by obtaining health insurance from other sources—can not participate in this benefit. Recently an employee who foresaw being unable to take advantage of the sick leave policy when he retires, asked if there were options available to him. Staff learned that sick leave balances could be paid to deferred compensation retirement plans without jeopardizing their tax exempt status. These could be paid out on the same monthly schedule that health premiums are paid. Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustees extend the payout of sick leave balances of employees who are not on the Village health program when they retire

to deferred compensation plans. The Committee asked staff to analyze the anticipated fiscal impact of the policy change. Motion passed unanimously.

- 5. Consider additional compensation to salaried employees (Village Clerk) working overtime to recover from computer data loss** Mr. Frantz discussed his memo dated September 13, 2017 regarding the Village file server failure.

Closed Session At 7:58 a.m., Mr. Imes said the Personnel Committee may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and may reconvene to open session as per Wisconsin Statutes 19.85(2) to address any business that may be the result of the deliberation made in closed session (Compensation and promotion matters: Clerk, Deputy Clerk, Administrative Services Coordinator). The roll call vote was: Mr. Imes – aye; Ms. Gulbrandsen – aye; Ms. Moeser – aye; Ms. Neeno-Eckwall – aye; Ms. Hogan – aye; and Mr. Vitse – aye. Mr. Frantz was asked to stay; the other non-committee attendees left the meeting.

Open Session At 8:20 a.m., the Personnel Committee reconvened to Open Session. The roll call vote was: Mr. Imes – aye; Ms. Gulbrandsen – aye; Ms. Moeser – aye; Ms. Neeno-Eckwall – aye; Ms. Hogan – aye; and Mr. Vitse – aye.

- 6. Consider Administrative staff reorganization plan and filling positions of Clerk and Administrative Services Manger/Deputy Clerk with grade and step placement of current Deputy Clerk and Emergency Services Coordinator/Administrative Assistant into positions**
While in Closed Session the Committee members unanimously voted to recommended to the Trustees that Deputy Clerk Karl Endres be promoted to the position of Village Clerk at Grade 16, Step 4 (\$28.20 per hour) and that Emergency Services Coordinator/Administrative Assistant David Sykes be promoted to the position of Administrative Services Manager/Deputy Clerk at Grade 16, Step 4 (\$28.20 per hour), both commencing with Village Clerk Colleen Albrecht's retirement November 1, 2017.
- 7. Notification from Wisconsin Employment Relations Commission of petition for election (Police)** – The Committee was provided a letter from WERC concerning an election request received from the Wisconsin Professional Police Officers Association. The Committee was briefed that the Village had responded as requested.
- 8. Establish meeting dates with staff regarding 2018 compensation and benefits**
A meeting will be set up next week if possible.
- 9. Adjourn** Meeting adjourned at 8:35 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

Karl Frantz
Village Administrator