



PERSONNEL COMMITTEE

Tuesday, December 17, 2024 at 11:00 AM

Sister Bay Liberty Grove Fire Station Small Conference Room – 2258 Mill Road

Deviations from the agenda order shown may occur

For additional meeting information visit: www.sisterbaywi.gov, click "Agendas and Minutes"

AGENDA

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve Meeting Minutes: October 9, 2024
5. Comments, Correspondence and Concerns from the Public
6. Executive Session
 - a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(f) for preliminary consideration of specific personnel problems and/or investigation of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, more particularly, discussion of tax levy responsibilities.
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, October 9, 2024

(Approval Pending)

Agenda Item No. 1. Call to Order

The October 10, 2024 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:02 P.M.

Agenda Item No. 2. Roll Call

Present: Chairperson Howson and members Nate Bell. Lilly Orozco was absent.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Agenda Item No. 3. Approval of the Agenda

A motion was made by Bell, seconded by Howson that the Agenda for the October 9, 2024 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Howson, seconded by Bell to approve the minutes of the September 11, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting and no additional comments were shared.

Agenda Item No. 6. Discussion/Action Items

a) Proposed Personnel Committee Bylaws

Schmelzer prepared a staff report with proposed language for the Village of Sister Bay Committee/Commission Bylaws as suggested by Chair Howson, which was included in the meeting packet. Further revisions were suggested by Howson based on her research of other community handbooks, and discussion by the members resulted in the following suggestions for consideration:

1. *Approve, implement, and maintain a mechanism for the performance evaluation of employees.*
2. *Review and establish employee recruiting, hiring and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) and above, and participating in all department head exit interviews.*
3. *Recommend compensation schedules to the Finance Committee.*
4. *Develop, approve and annually update personnel policies in the Personnel Handbook.*
5. *Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.*
6. *Review departmental requests for creation, deletion, reallocation, and changes in position (not an individual).*
7. *Periodically review employment application forms and hiring guidelines.*
8. *Responsible for recruitment and hiring of the Village Administrator.*
9. *Conduct an annual performance evaluation of the Administrator and make recommendations to the Village Board.*

The conversation turned to the existing description of the Personnel Committee, as presented in the Village of Sister Bay Committee/ Commission Bylaws and Rules (as amended June 18, 2024), as follows:

The Personnel Committee shall consist of three trustees. The Personnel Committee shall:

- (a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;*
- (b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;*
- (c) Review requests for new positions from committees; and,*
- (d) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.*

The members felt that the above item (b) be addressed in more depth after the employee Personnel Handbook is revised, and the expectations of the Personnel Committee pertaining to grievances are clarified.

It was the consensus of the committee to continue this discussion at a future meeting of the Personnel Committee.

Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official or employee.

It was the consensus of the committee that the following items be addressed at a future meeting:

- Continuing discussions on revisions to the committee/ commission bylaws
- Update on revisions to the Personnel Handbook
- Update on hiring of a Code Compliance Officer

Agenda Item No. 8. Next Meeting Date

The next regular meeting of the Personnel Committee will take place on Wednesday, November 13, 2024 at 2:00 P.M. via ZOOM.

Agenda Item No. 9. Adjourn

A motion was made by Bell, seconded by Howson to adjourn the October 9, 2024 meeting of the Personnel Committee at 2:55 P.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich
Village Clerk