

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Tuesday, October 28, 2025**

3 **Approved**

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6 **1. Call to Order**

7 Chair Louise Howson called to order the Personnel Committee meeting on Tuesday, October 28,
8 2025 at 1:01 PM.

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10 **2. Roll Call**

11 **Present:** Chair Howson and members Kurt Harff & Brigid White.

12 **Staff:** Administrative Assistant Sarah Bertges

13 **Others:** Nate Bell, Jay Shambeau, Jess Wildes

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15 **3. Approve Agenda**

16 *Motion to approve the agenda by Harff, second by White. Motion carried – all ayes*

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18 **4. Comments, Correspondence and Concerns from the Public**

19 No public comments were received.

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21 **5. Discussion/Action Items**

22 **a. Innovative Public Advisors, RE: Village Administrator Search**

23 Jay Shambeau and Jess Wildes from Innovative Public Advisors presented an update on the Village
24 Administrator search process. The position was posted at the end of September and received 8
25 applicants, which was in line with their expectations given the location of Sister Bay and the salary
26 offered. Of the 8 applicants, 6 had master's degrees.

27 Wildes reviewed the results of the assessment completed by elected officials and staff members
28 regarding desired qualities in a new administrator. The top professional competencies identified
29 were:

- 30 ● Community development and planning experience
31 ● Management and leadership experience
32 ● Comprehensive planning
33 ● Budget development
34 ● Grant writing

35 The top personal leadership qualities identified were:

- 36 ● Accountability and trustworthiness
37 ● Positive, open communication skills
38 ● Collaborative leadership style
39 ● Strong work ethic

40 White noted that "works well with residents" was ranked at the bottom of the leadership qualities
41 list, but she felt this should be a higher priority given the frequent calls she receives from residents
42 who feel they are not being heard. Shambeau acknowledged this point and suggested that this
43 quality might be encompassed within the "collaborative style" category as well.

44 The presentation was interrupted before the review of individual candidates could be completed.

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46 **6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

47 This item was not addressed due to the early adjournment of the meeting.

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49 **7. Next Meeting Date**

50 This item was not addressed due to the early adjournment of the meeting.

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8. Adjourn

Due to extenuating circumstances, the meeting was adjourned before the complete review of candidates.

At 1:24 PM a motion was made by White, second by Harff to adjourn. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant