

1. Call to Order

Trustee Wishau called the meeting to order at 6:45 p.m., at the Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin. Present were

Committee Members: Trustee Wishau, Trustee Wanggaard and President Bradley.

Absent: None

Department Managers: Administrator Tom Christensen, Finance Director Larry Borchert, Fire Chief Dick Roeder, HR Director Toni Muise.

2. Resolution 2017-117 - Resolution Authorizing The Village Of Caledonia To Enter Into An Agreement With Aladtec To Provide Personnel Scheduling Software

Christensen stated that the software provides scheduling and payroll functions. With the 24 hour working schedules, it is difficult to find scheduling software to accommodate its complexity. The Fire Department discovered the software Aladtec and has used it on a trial basis for several months. With satisfactory results, the Police Department has now also operated it for the past month. There was concern that Larry Borchert might not be able to integrate the software with QuickBooks for payroll purposes, but resulted in a non-issue. Christensen explained that the pen and paper method has yielded too many errors, and this software will correct many of these issues. Christensen goes on to say that they have looked into different software programs, but Aladtec was the most affordable that produced the desired results. Aside from its performance, there is the added benefit of no contract, and is paid on a year-to-year basis. The cost is \$8,700 for an annual fee plus \$800.00 for startup, it was initially \$500 higher but Muise was able to negotiate a lower annual fee. Christensen recommends we move forward with this.

Trustee Wishau asked for clarification about the \$8,700 fee, and confirmed it was a licensing fee. Wishau was concerned with the amount of employees (41) who would be inputting data to the software. Chief Roeder explained that the software accommodates personnel in updating calendars, or trading schedules from the convenience of personal cellphones, or any other personal device. Essentially the software is used to speed up the scheduling process and helps keep better track to minimize human error. Christensen stated that the fee is based on the number of people being scheduled, whether they access it or not. Wishau questioned if there is a fee for each person, and Muise confirmed that they do cap it at a certain amount. Muise continued that any time-off requests will go through the system along with the approval, thus eliminating the paper process.

Wishau further questioned if the software company is open to suggestions of upgrades, as this was standard with software companies he has worked for. Christensen said that we already have made suggestions, such as FLSA and contractual overtime for the Police Dept. and Fire Dept.; they did not have an answer upfront but were looking into it for us. This is a relatively smaller company and plans on growing, adding and refining their software. Wishau requested that this be relooked at after 6 months (end of March) with upgrade suggestions. Christensen said after the first of the year, it is his plan to put together a committee to investigate all-inclusive software with intergraded programs that will incorporate payroll, HR functions, time off requests, etc. Wishau felt it wasn't necessary to form a committee, and that it could be addressed in the Finance Committee.

Christensen felt it was important that the staff be involved. Wishau felt the staff could communicate to Christensen, and Christensen could take that input to Finance.

Muise stated that the software company works with many different payroll providers currently, and it's all in how that CSV is formatted, translated to how the payroll is going to take it, so there shouldn't be an issue. Wishau said a lot of times these software companies will have to write an interface between their software and what we are using. Christensen felt that while we review those different software packages, we may find something better, which is why he prefers this opposed to a contract. Muise stated that the biggest hurdle is the upfront set up. After that, all tracking is done by the software. The timeframe is only a few weeks for integration, with the hope of mid-November. A benefit is that they already uploaded the fire schedule and the police schedule through the demo, so a lot of the data is already in there. The bulk of the work stems from inputting the rest of the Village into the system.

Motion by President Bradley to recommend the Board adopt Resolution 2017-117.
Seconded by Trustee Wanggaard. Motion carried.

3. Adjournment

Motion by Trustee Wanggaard to adjourn. Seconded by President Bradley. Motion carried. Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Karie Torkilsen
Village Clerk