

1. Call to Order

Trustee Prott called the meeting to order at 5:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Prott. Trustee Martin was present via teleconference.

Absent: None

Staff present: Village Administrator Tom Christensen and HR/Asst. Administrator Toni Muise

2. Approval of Minutes

Trustee Stillman motioned to approve the February 17, 2020 minutes. Seconded by Trustee Prott. Motion carried unanimously.

Trustee Prott took the agenda out of order starting with item 5 and moved forward with the rest of the agenda as posted.

5. Discussion and Consideration of Using an Outside Source for FMLA.

Christensen explained that Family Medical Leave Act (FMLA) is one of the major tasks of Human Resources (HR) and can be overwhelming for one person. It is a very time-consuming process and often prevents HR from getting other tasks done. The Village has been enforcing policies in the employee handbook more stringently than in the past and as a result, has put the enforcer in some awkward situations; it may be best if a third party handled this task.

Muise explained that she has also been working with Horton to see if the Village quote is competitive. She did not feel it would alleviate all the issues with FMLA but it would help. The Specialist or caseworker would be able to better help guide the employee, answer questions timelier, make sure they're making the strict deadlines.

Trustee Prott was in support of outsourcing FMLA and felt a caseworker would be an excellent resource for an employee. This has been used in Racine County and he thought it functioned well. Muise will be reaching out to the County HR for more information. There was discussion regarding the amount of FMLA being used, procedural enforcement and different policies for union members. There will be some changes that collectively the Village would need to be made aware of.

Motion by Trustee Stillman to lay this item over to gather more information for further discussion as a 2021 budget item. Seconded by Trustee Prott. Motion carried unanimously.

3. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to Sec. 19.85(1)(c)&(f), WI Stats., to consider disciplinary data of a specific employee.

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott.
Motion carried unanimously.

4. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION take possible action on the items discussed during the CLOSED SESSION and to move to the remaining item(s) on this agenda.

Motion by Trustee Stillman to go into open session. Seconded by Trustee Prott.
Motion carried unanimously.

6. Adjournment

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Village Clerk