

1. Call to Order

Trustee Prott called the meeting to order at 4:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Wanggaard (sat in for Trustee Stillman).

Absent: Trustee Stillman was excused.

Staff present: Village Administrator Tom Christensen, HR/Asst. Administrator Toni Muise and Finance Director Kathryn Kasper.

2. Approval of Minutes

Trustee Wanggaard motioned to approve the June 23, 2020 minutes. Seconded by Trustee Prott. Motion carried unanimously.

3. Discussion on Telework Policy

Muise explained that telework is usually rare but has now become a necessity with a surge of requests for telecommuting as a result of COVID-19. Schools are operating on a remote basis and as a result more employees with families will need to work from home. This policy outlines expectations for both the Village and the employees. Each request will be managed on a case-by-case basis and is subject to be modified. The Village would provide the equipment, technology and software to take home, but the employee is responsible for the internet. There was discussion regarding time tracking software and operating on an honor basis.

Trustee Wanggaard motioned to approve the Telework Policy and forward to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

4. Discussion on Workers Compensation Policy

Muise explained that this is an outdated policy in our Village personnel handbook. The last contract for Police and Fire included updated workers compensation language. This policy would include language consistent with those contracts and update the Village Personnel handbook.

Trustee Wanggaard motioned to approve the Workers Compensation Policy and forward to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

5. Discussion on Temporary Transitional or Modified Duty Assignments Policy

Muise explained this accompanies the Workers Comp Policy.

Trustee Wanggaard motioned to approve the Temporary Transitional or Modified Duty Assignments Policy and forward to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

6. Discussion on revised COVID employment and employee conditions policy

Muise explained this was first approved in March but has since changed; President Dobbs emergency powers have also expired. There are no major changes being introduced, this policy revision needs to be extended and updated as COVID changes.

Trustee Prott questioned if most of the staff is stationed at their desks. Christensen overviewed the social distancing, cleaning methods, and mask responsibility that the Village has been practicing.

Trustee Wanggaard motioned to approve the revised COVID employment and employee conditions policy and forward to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

7. Discussion on Face Masks Face Covering Policy

Muise explained this is a basic policy that states the Village will follow the State Policy regarding masks.

Trustee Wanggaard motioned to approve the Face Masks Face Covering Policy and forward to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

8. The Personnel Committee will take up a motion to go into CLOSED SESSION, pursuant to WI Stat. 19.85(1)(c), for “Considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility.”

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

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

Motion by Trustee Wanggaard to approve the creation of the Finance Technician position in salary grade 7. Seconded by Trustee Prott. Motion carried unanimously.

10. Adjournment

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

Meeting adjourned at 4:59 p.m.

Respectfully submitted,
Joslyn Hoeffert
Deputy Village Clerk