

NOTICE OF PERSONNEL COMMITTEE MEETING
Thursday, December 10, 2020 at 4:00 p.m.
Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin

THIS WILL NOT BE AN IN-PERSON MEETING

AUDIO & VIDEO CONFERENCE VIA ZOOM
ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 874 6454 0108 OR
ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 87464540108# OR
ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/87464540108>

1. Call to Order.
2. Approval of Minutes.
3. **Resolution 2020-115** – Resolution Authorizing the Revised Face Masks Face Coverings Policy
4. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c), Wis. Stat., for considering employment, compensation and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: to discuss public safety employee resignation; AND pursuant to 19.85(1)(c)&(e), WI Stats., to discuss Discrimination Complaint.
5. 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.
6. Adjournment.

Dated December 9, 2020

Karie Pope
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

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 Stillman. President Dobbs, Trustee Wishau and Trustee Weatherston were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR/Asst. Administrator Toni Muise, Public Works Director Tom Lazcano, Fire Chief Richard Roeder, BC Tim St. Amand, BC Jeff Henningfeld, Attorney Elaine Ekes and Racine County Clerk Wendy Christensen.

2. Approval of Minutes

Motion by Trustee Stillman to approve the minutes from the October 8th, 2020 meeting. Seconded by Trustee Prott. Motion carried unanimously.

3. Charter Ordinance to Change the Village Clerk Position from Elected to Appointed.

The Village Clerk job description has been drafted with help from Muise and Clerk Pope. There had been discussion regarding supervision for the Clerk's position and who the Clerk would report to; and if the Board or Administrator would serve in the supervisor role. There was discussion regarding surrounding communities with appointed Clerks and most of those Clerks report to the Board directly. All in attendance preference was for this role to report to the Board and felt the job description was satisfactory. President Dobbs felt the supervision should be more specified, and the Board should make the decisions, but the Clerk would report to the President as a liaison. Things like performance evaluation, and time-off will need to be considered as well.

Attorney Ekes stated that the Clerk would be bound by the employment manual and will have a set amount of time off. The President could be the point person for those issues. The position would be approached like other Department Heads and there would not be an employment contract; the Clerk would be an 'at will' employee.

Christensen questioned where on the salary schedule this position would be placed and thought it would need to be established prior to the job advertisement. The job can be posted as soon as December 8th (the day following the Board meeting) and the application period will run for one month.

Motion by Trustee Stillman to forward to the Village Board with the Clerk reporting to the Village Board with the Village President being the liaison. Seconded by Trustee Prott. Motion carried unanimously.

There was discussion regarding a revised Deputy Clerk Ordinance so the Deputy Clerk can operate in the Clerk's vacancy.

4. Resolution Authorizing the Revised Face Masks Face Coverings Policy.

This Resolution extends the face mask covering policy. Muise asked that the policy also reflect the previous Resolution. Trustee Weatherston wanted to ensure that the mask policy had some flexibility given the frequent CDC updates. The Village follows the State guidelines, and if this becomes too rigid it can be brought back for a revision.

Motion by Trustee Stillman to forward this Resolution to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

5. Fire Captains Position Discussion.

Chief Roeder explained that the Fire Department would like to restructure the lieutenant positions and create three captains' positions. Each Captain is assigned a station and would help the Battalion Chief with their specific division and would allow for Captain's to be promoted to Battalion Chief if a vacancy becomes available. The 2021 did not provide for that funding but they would like to move forward because the positions are in the contract. There are nine lieutenants' currently and three of those positions would be promoted in rank; they would retain their current responsibilities as an emergency crew and would take on additional responsibilities to assist the department. Additional responsibilities that are being designated to the Captain (bringing in contractors, maintenance of the building, etc.) is currently on the Chief and BC and would make things more productive and efficient. Henningfeld stated the requirements necessary for the position would be increased, such as training and education and would not just be a change in title. Muise questioned the step up pay, and if the Captain would be included in this step-up pay module. There was further discussion regarding wage negotiation, and how dollars would impact the Village for funds being paid out of grade. Trustee Prott thought the job description for the Captain and Lieutenant should be finalized, more information as to what it means in terms of salary through the contract and if negotiation is needed, and funding should also be considered. Trustee Prott felt once that is prepared, it should be placed on the agenda for further consideration.

6. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c), Wis. Stat., for considering employment, compensation and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to discuss and consider recommendations on salary and wage adjustments for Police and Fire employees.

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously. The Committee went into Closed Session at 5:22 p.m.

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

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

8. Adjournment

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

Meeting adjourned at 5:51 p.m.

Respectfully submitted,
Joslyn Hoeffert
Deputy Village Clerk

RESOLUTION NO. 2020-115

RESOLUTION AUTHORIZING THE REVISED FACE MASKS FACE COVERINGS POLICY

WHEREAS, in December 2019, a novel strain of the coronavirus was detected, now named COVID-19, that has spread throughout the world, including every state in the United States; and

WHEREAS, on January 3, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern; and

WHEREAS, on March 12, 2020, Governor Tony Evers declared a public health emergency to direct all resources needed to respond to and contain COVID-19 in Wisconsin; and

WHEREAS, on March 13, 2020, President Donald Trump proclaimed a National Emergency concerning COVID- 19; and

WHEREAS, on March 18, 2020, the Village of Caledonia declared a local state of emergency; and

WHEREAS, on July 30, 2020, Governor Tony Evers issued Executive Order #82 which declared the spread of COVID-19 a public health emergency; and

WHEREAS, on July 30, 2020, Governor Tony Evers issued Emergency Order #1 which requires the wearing of face masks or face coverings in buildings and enclosed spaces; and

WHEREAS, on November 18, 2020, Governor Tony Evers announced he was extending Emergency Order #1 into January 2021; and

WHEREAS, the Village has adopted a Face Masks Face Coverings Policy Effective August 25, 2020, which needs to be updated; and

WHEREAS, the Village has drafted an updated Face Masks Face Coverings Policy and it is attached hereto as **Exhibit A**; and

WHEREAS, the Personnel Committee of the Caledonia Village Board has reviewed the new Face Masks Face Coverings Policy, recommends adopting the new Policy;

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board the new Face Masks Face Coverings Policy is effective as of November 19, 2020, attached hereto as **Exhibit A**.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of December, 2020.

VILLAGE OF CALEDONIA

By: _____

James R. Dobbs
Village President

Attest: _____

Karie Pope
Village Clerk

60. FACE MASKS OR FACE COVERINGS

This Temporary Policy relates to certain employment and workplace policies, practices, and procedures that may be impacted in response to the novel coronavirus pandemic, COVID-19. The content of this Policy may be updated periodically ~~in accordance with any directives, orders and other guidance provided by the Centers for Disease Control (CDC), the EEOC, the Department of Labor (DOL), the Internal Revenue Service (IRS), the Wisconsin Department of Health (DHS), the Governor of the State of Wisconsin, and the Central Racine County Health Department~~ by the Village Board.

1. Definitions

- a. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely.
- b. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.
- c. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

2. Employees Required to Wear Masks

Employees at any Village workplace or site shall wear a face covering or medical mask covering their nose and mouth whenever:

- Interacting in-person with any member of the public.
- Working in any space regularly visited by members of the public, regardless of whether anyone from the public is present at the time.
- In any shared office, room or enclosed area where other people are present.
- In or walking through common areas of any shared office, room or enclosed area.
- In or walking through common areas such as restrooms, hallways, and stairways.
- In any Village vehicle, or private vehicle while on Village business, when other people are present.
- Outdoors, whenever unable to maintain a distance of 6 feet from another person.

3. Exceptions

The following may be exempted from wearing a face covering:

- Employees using break time to eat or drink, provided employees are able to maintain a distance of 6 feet from the nearest person, perform the necessary hand hygiene and replace the masks when they are done.
- Employees who fall into the Centers for Disease Control and Prevention's guidance for those who should not wear face coverings due to medical condition, mental health condition, or developmental disability; in such cases accommodation may be made under the Americans with Disabilities Act.
- Employees in the performance of job duties for which face coverings present a safety hazard, as determined by the department head.

4. Enforcement

Department heads shall be responsible for encouraging and enforcing compliance with this policy. Violation of this policy will result in disciplinary action, up to and including termination.

Created: 8/12/20

Effective: August 25, 2020

Resolution: 2020-77

Revised: December 3, 2020

Effective: December 8, 2020

Resolution: 2020-115

60. FACE MASKS OR FACE COVERINGS

This Temporary Policy relates to certain employment and workplace policies, practices, and procedures that may be impacted in response to the novel coronavirus pandemic, COVID-19. The content of this Policy may be updated periodically in accordance with any directives, orders and other guidance provided by the Centers for Disease Control (CDC), the EEOC, the Department of Labor (DOL), the Internal Revenue Service (IRS), the Wisconsin Department of Health (DHS), the Governor of the State of Wisconsin, and the Central Racine County Health Department by the Village Board.

1. Definitions

- a. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely.
- b. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.
- c. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

2. Employees Required to Wear Masks

Employees at any Village workplace or site shall wear a face covering or medical mask covering their nose and mouth whenever:

- Interacting in-person with any member of the public.
- Working in any space regularly visited by members of the public, regardless of whether anyone from the public is present at the time.
- In any shared office, room or enclosed area where other people are present.
- In or walking through common areas of any shared office, room or enclosed area.
- In or walking through common areas such as restrooms, hallways, and stairways.
- In any Village vehicle, or private vehicle while on Village business, when other people are present.
- Outdoors, whenever unable to maintain a distance of 6 feet from another person.

3. Exceptions

The following may be exempted from wearing a face covering:

- Employees using break time to eat or drink, provided employees are able to maintain a distance of 6 feet from the nearest person, perform the necessary hand hygiene and replace the masks when they are done.
- Employees who fall into the Centers for Disease Control and Prevention's guidance for those who should not wear face coverings due to medical condition, mental health condition, or developmental disability; in such cases accommodation may be made under the Americans with Disabilities Act.
- Employees in the performance of job duties for which face coverings present a safety hazard, as determined by the department head.

4. Enforcement

Department heads shall be responsible for encouraging and enforcing compliance with this policy. Violation of this policy will result in disciplinary action, up to and including termination.

Created: 8/12/20

Effective: August 25, 2020

Resolution: 2020-77

Revised: December 3, 2020

Effective: December 8, 2020

Resolution: 2020-115