

**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Tuesday, February 16, 2021 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: 883 1652 0428 OR**  
**ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799., 88316520428# OR**  
**ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/88316520428>**

1. Call to Order.
2. Approval of Minutes.
3. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to 19.85(1)(c)&(e), WI Stats., to discuss step 2 of police union grievance #20-01 **AND** pursuant to Wis. Stat. 19.85(1)(c), “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” Specifically, as it relates to Wage Compression, the Deputy Clerk Position, and Reporting Structure of Village Clerk **AND** pursuant to 19.85(1)(c) to discuss and review submissions from applicants for the Administrator position.
4. 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 on to the remaining items on this agenda.
5. Adjournment.

Dated February 12, 2021

Joslyn Hoeffert  
Deputy 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.

**Personnel Committee  
February 2, 2021**

**1. Call to Order**

Trustee Prott called the meeting to order at 1:31 p.m. via ZOOM at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. Trustee Weatherston and Trustee Martin were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR Director Toni Muisse, and Racine County Clerk Wendy Christensen.

**2. Approval of Minutes**

Motion by Trustee Stillman to approve the minutes from the January 20, 2021 meeting. Seconded by Trustee Prott. Motion carried unanimously.

**3. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c) & (e), WI Stats., to interview candidates for the position of Village Clerk AND 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 compensation for interim Fire Chief.**

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

**5. 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.

Motion by Trustee Stillman to recommend \$300 salary stipend per pay period for Battalion Chief Jeff Henningfeld while filling interim Chief role. 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 5:11 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Deputy Village Clerk