

### **1. Call to Order**

Trustee Prott called the meeting to order at 5:01 p.m. via ZOOM at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Wanggaard (sitting in for Trustee Stillman). President Dobbs, Trustee Weatherston, Trustee Wishau and Trustee Martin were also present.

Absent: Trustee Stillman was excused.

Staff present: Village Administrator Tom Christensen.

### **2. Approval of Minutes**

Motion by Trustee Wanggaard to approve the minutes from the February 16, 2021 meeting. Seconded by Trustee Prott. Motion carried unanimously.

### **3. Review of Finance Director Position**

The Finance Director changes did not have many changes and the general job description has not changed. This does not require Board action but does need to be seen by the Personnel Committee.

The Finance Director receives daily direction from the Administrator and was questioned if it needed to be modeled after other Department Heads.

Motion by Trustee Wanggaard to approve the Finance Director position as presented. Seconded by Trustee Prott. Motion carried unanimously.

### **4. Review of HR Manager Position**

There were many revisions to this position. It was previously an HR Director and Assistant Administrator title and has been modified to be more of an HR focused position. Trustee Wanggaard wanted there to be a emphasis on employees being able to approach the HR manager.

Motion by Trustee Wanggaard to approve the HR Manager position as presented. Seconded by Trustee Prott. Motion carried unanimously.

### **5. Review of Payroll-Benefits Clerk Position**

Motion by Trustee Wanggaard to approve the Payroll-Benefits Clerk Position as presented. Seconded by Trustee Prott. Motion carried unanimously.

### **6. Discussion on Possible Action on Salary Schedule**

There are two changes the position title of the 'Payroll-Benefits Clerk Position'. This also removes the HR Director position and moved this into an HR Manager position.

Motion by Trustee Wanggaard to approve the Salary Schedule as presented and forward to the Village Board for the April 1<sup>st</sup> meeting. Seconded by Trustee Prott. Motion carried unanimously.

**7. Adjournment**

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

Meeting adjourned at 5:09 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Village Clerk