

NOTICE OF PERSONNEL COMMITTEE MEETING
Monday, May 10 at 1:00 p.m. Caledonia
Village Hall - 5043 Chester Lane

THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF ATTENDEES 16

1. Call to Order
2. Approval of Minutes
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 Human Resources Manager.
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 May 7, 2021

Joslyn Hoeffert
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 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 an 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 to 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 1st 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