

**1. Call to Order**

Trustee Stillman called the meeting to order at 5:09 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard. Trustee Wishau, Trustee Martin and Trustee Weatherston were also present.

Absent: None.

Staff present: Village Administrator Kathy Kasper, and HR Manager Michelle Tucker.

**2. Approval of Minutes**

Motion by Trustee Wanggaard to approve the minutes as printed. Seconded by Trustee Stillman. Motion carried unanimously.

**3. Human Resources Manager Status Report**

Tucker has made an effort to be as accommodating and approachable for the employees. Employees have been positive about the change, and she has continued to meet with all the staff. She will start to do employee newsletters and wants the employees to engage. She will be hosting some staff events and employees are excited to participate. She has reviewed policies and has identified some gaps. Civic will be coming in to do an HR audit, and will ask questions regarding policy and procedures and provide feedback on what could be changed. She is seeking guidance on how the process of change will go and if the Personnel Committee would like to see the manual on a more detailed level or review it in bulk. Tucker would like to meet regularly to update and reassure the Board that there is more trust within the Village and its staff.

Trustee Wanggaard wanted the policy manual to be gone through and to have Tucker highlight some topics that she would like to address and branch off from there. If we hit the critical areas first this would filter down to other portions of the manual that might be more beneficial to the direction we would like to go. Trustee Stillman would also like this to be gone through and have it brought to Personnel Committee and forward to the Board if necessary.

Trustee Wanggaard complimented Tucker on her reaching out to the different departments and being more proactive. A plan to meet quarterly with the committee was discussed and to increase the frequency of these meetings if need be.

Tucker wants to protect employees and wants to have a policy that supports both the Village and the employee. Tucker was commended for moving the office and allows her to be more available to employees. Employees can speak without retribution and can have a contact in the Village to make things work more harmoniously.

Trustee Wishau requested that manual be updated with anything that was updated via Resolution.

**4. Adjournment**

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

Meeting adjourned at 5:26 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Village Clerk