



NOTICE OF PERSONNEL COMMITTEE MEETING
Monday June 21, at 5:00 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. Human Resources Manager Status Report
4. Adjournment.

Dated June 18, 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 Stillman called the meeting to order at 9:50 a.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard.

Absent: None.

Staff present: Village Administrator Tom Christensen, Finance Director Kathy Kasper, HR Manager Michelle Tucker and Police Chief Christopher Botsch.

2. Presentation of police union grievance #21-02 regarding its denial by the Chief of Police.

Martin Schenck, Union President, presented the grievance and explained how it connects to past practices. He explained the Chief's denial and how these situations have been mitigated previously. He spoke about how scheduling was impacted and what the goal of staffing includes. There were examples of distinction of how scheduling has been implemented in the past, and how that might work with the annual selection process and remaining consistent.

The Committee discussed clarification on how scheduling works for temporary assignment changes.

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 1 of police union grievance #21-02.

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

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 to other remaining items on this agenda.

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

5. Adjournment

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

Meeting adjourned at 10:47 a.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk

BUSINESS OF THE PERSONNEL COMMITTEE

MEETING DATE: June 21, 2021

PLACEMENT New Business

ITEM TITLE: Human Resources Manager Status Report

SUBMITTED BY: Michelle Tucker

SUMMARY EXPLANATION:

I feel it is important to be as transparent as possible with the committee, board, and staff in my capacity as Human Resources Manager. Regular reporting to the personnel committee about progress and projects is one component of those efforts; how much information and frequently are up to the committee. Some highlights I want to share from my first three weeks at Caledonia:

- Kathy and I rearranged offices, so I am now in the former Finance Director office.
- I have met with all department managers and supervisors. My next step will be to start meeting with staff in each department to introduce myself. The management team shared many ideas and gave a good sense of the challenges ahead.
- The Village will be implementing an onboarding system (part of Neogov), an online portal that will streamline paperwork for new hires. The system will also allow us to build an employee intranet to house documents, forms, and other info. There is no additional cost for this software. We hope to see that finalized in July.
- We will be starting an HR audit through Cvmic to look at existing policies, procedures and processes for any potential liability or compliance issues. Results due back in August.
- In conjunction with the HR audit process, we will be revising the policy manual. The most efficient process would be for me to make revisions, get department and Cvmic feedback, and then present a complete draft of the manual to the committee along with notes pointing to any substantive changes. I would appreciate feedback on what the committee would like to see for this process. I would anticipate that draft will be ready for committee sometime in August.
- I will start employee email "newsletters" in July. I also hope to start regular employee potlucks sometime this summer.
- I am putting together wage comparison info for our utility positions, as well as updating job descriptions for the utility operator and tech positions. I am working with both Tony Bunkelman and Bob Lui on this.
- Kathy and I are renewing police negotiations for their contract.
- I am creating training plans for safety, liability, and general management with Cvmic and staff. We are also updating some of our safety policies based on Cvmic's recommendations.

Questions for the committee

- How often do you want updates from me about how things are going? What types of info do you want to know at these updates?
- How do you want policy manual changes presented?