

**1. Call to Order**

Trustee Stillman called the meeting to order at 4:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Weatherston (Sat in for Trustee Wanggaard). Trustee Martin was also present.

Absent: Trustee Wanggaard was excused.

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

**2. Approval of Minutes**

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

**3. Telework Policy**

Tucker explained this policy to the Committee and how she came up with it. Trustee Weatherston asked that the policy and the procedure be separate from each other. Tucker explained that this would be a temporary policy for working from home if someone was sick, etc.. Tucker states that she can revise this policy to have two staff members sign off on this policy for approval. Trustee Stillman also thinks that it would be a good idea to have the Supervisor of the individual requesting to work from home plus the HR or the Administrator check off on this. Trustee Weatherston would like this policy to be revised and brought back to tonight's Board meeting.

Motion by Trustee Weatherston to the forward to Village Board with necessary revisions. Seconded by Trustee Stillman. Motion carried unanimously.

**3. Adjournment**

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

Meeting adjourned at 4:48 p.m.

Respectfully submitted,  
Megan O'Brien  
Deputy Village Clerk