



**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Monday, October 18 at 4:00 p.m. Caledonia**  
**Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Process for Filling Open Positions
4. Adjournment.

Dated October 15, 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 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