

NOTICE OF PERSONNEL COMMITTEE MEETING
Wednesday, October 20 at 3:00 p.m. Caledonia
Village Hall - 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. Engineer Position Pay Grade Classification
4. Adjournment.

Dated October 19, 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 4:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Weatherston (Sat in for Trustee Wanggaard). President Dobbs 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. Process for Filling Open Positions

Most organizations have a procedure for filling positions, and the Village would like to institute a position requisition form. This form would be submitted to the Human Resource Manager and will be included in the hiring policy.

Motion by Trustee Weatherston to adopt the position requisition form and reference in the HR policy. 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 4:26 p.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk