

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