

**Personnel Committee
January 17, 2022**

1. Call to Order

Trustee Stillman called the meeting to order at 4:02 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard. President Dobbs was also present.

Absent: None.

Staff present: Village Administrator Kathy Kasper, HR Manager Michelle Tucker and Public Services Director Tony Bunkelman.

2. Approval of Minutes

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

3. The Personnel Committee will take up a motion to go into CLOSED SESSION for the following purpose(s): to discuss personnel issues as it pertains to specific employees, pursuant to Wis. Stat. 19.85(1)(c) and (f), Considering employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility and considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; specifically to discuss and consider recommendations on the reclassification of Engineering and Building Administrative Assistant.

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 on to the remaining items on this agenda.

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

Motion by Trustee Wanggaard to forward to the board with a positive recommendation the job re-classification for the Administrative Assistant of Engineering, Development & Buildings to Public Services Administrative Coordinator, with a pay grade change to grade 7 and updated job description; change will be retroactive to January 1, 2022, and will include a pay increase for staff. Seconded by Trustee Stillman. Motion carried unanimously.

5. Human Resource Update

This will be a standing item on the agenda for various updates. No updates at this time.

6. Adjournment

Motion by Trustee Wanggaard to adjourn at 4:15 p.m. Seconded by Trustee Stillman. Motion carried unanimously.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,
Michelle Tucker
HR Manager