



**NOTICE OF PERSONNEL COMMITTEE MEETING**

**Monday, November 21, 2022 at 5:30 p.m.  
Caledonia Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Policy Update
4. The Personnel Committee reserves the right to go into CLOSED SESSION pursuant to Wis. Stat. Sec. 19.85(1) (c) and (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating, and conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically as it relates to: Labor Contracts for Public Safety Personnel.
5. 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 item(s) on this agenda.
6. Adjournment.

Dated November 18, 2022

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 5:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Weatherston (sat in for Trustee Folk). Trustee Martin and Trustee Wishau were also present.

Absent: Trustee Folk was excused.

Staff present: Finance Director Wayne Krueger, Fire Chief Jeff Henningfeld, Police Chief Christopher Botsch, HR Manager Michelle Tucker, and Administrator Kathy Kasper.

## **2. Approval of Minutes**

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

## **3. Approval of Side Letter of Agreement Between Village of Caledonia and the Caledonia Professional Policemen's Association, Local 403**

Chief Botsch explained the history of on-call policies, specifically for Detectives.

Motion by Trustee Weatherston to recommend Approval of Side Letter of Agreement Between Village of Caledonia and the Caledonia Professional Policemen's Association, Local 403, and forward to the Village Board. Seconded by Trustee Stillman. Motion carried unanimously.

## **4. Revisions to Personnel Policies**

Tucker explained the revisions.

Motion by Trustee Weatherston to recommend approval Revisions to Personnel Policies and forward to the Village Board. Seconded by Trustee Stillman. Motion carried unanimously.

## **5. Adjournment**

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

Meeting adjourned at 5:21 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Village Clerk

**BUSINESS OF THE PERSONNEL COMMITTEE**

MEETING DATE: November 21, 2022

PLACEMENT New Business

ITEM TITLE: Policy Update

SUBMITTED BY: Michelle Tucker

SUMMARY EXPLANATION:

As discussed in our previous meeting, the Insurance Plan policy language has been updated to reflect federal guidelines and the health plan's regulations.

RECOMMENDATION: Motion to approve the policy changes and forward to the Village Board.

**INSURANCE PLAN**

The Village provides health and dental insurance for all regular full-time employees with the employees contributing a portion of the premium cost for health insurance and dental insurance as shall be determined by Village Board resolution from time to time. For the purpose of health insurance only, a full-time employee is an individual who works, on average, at least 30 hours per week or at least 130 hours of service in a calendar month. Upon hire, the Village also provides life and accidental death and dismemberment insurance coverage for each regular full-time employee and pays the full premium for basic coverage. Details of each insurance plan are covered in separate booklets that are available from Human Resources.

Any questions regarding coverage, eligibility, or administration of the plan should be referred to Human Resources. Each employee is responsible for notifying his/her department manager and Human Resources of any change in family status that may affect insurance coverage, such as a marriage, divorce, birth of a child, dependent reaching maximum age for coverage, etc. All changes in status must be reported within 30 days of the occurrence or the employee may face denial or delay of coverage.

The Village offers a Health Reimbursement Arrangement ("HRA") These HRA funds are for active employees only and do not apply to retirees; retirees who are eligible may have an HRA upon retirement subject to the policies for Sick Leave, Sick Leave Incentive Program and Severance Benefits

Upon death of an employee who had been enrolled in the Village's group health insurance plan, the employee's survivors who were also enrolled in the plan at the time of the employee's death will have the option to continue on the health insurance coverage through COBRA, per federal guidelines for eligibility and length of coverage.

Right to continuation of Health/Dental Insurance – COBRA

Following certain qualifying events, if a Village employee or other qualified beneficiary under the Village's group health or dental plan, ~~if~~ Village provided health or dental coverage then the Village will offer such qualified beneficiaries the option of continued health and dental care coverage at their expense under the Consolidated Omnibus Budget Reconciliation Act, or "COBRA." Qualifying events include the following:

- death of the covered employee;
- voluntary or involuntary termination of the covered employee's employment other than by reason of gross misconduct;
- reduction of hours of the covered employee's employment;
- divorce or legal separation of the covered employee from the employee's spouse;
- the covered employee becomes entitled to benefits under Medicare; and
- a dependent child ceasing to be a dependent child under the generally applicable requirements of the plan.

**Deleted:** continue to receive such group health insurance coverage for a period of 6 months following the employee's death, at no cost to the survivors

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The Village will continue to offer a Health Reimbursement Arrangement ("HRA") for employees to offset a portion of the cost for health insurance deductibles paid. Subject to the authority of the Village to make further modifications, the HRA shall terminate upon the earlier of the following: (1) December 31, 2013, or (2) the depletion of the funds set aside by the Village to fund its responsibilities under the HRA. ¶

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