

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Monday, June 23, 2026, 9:00 AM**

3 **Unapproved**

4
5 **1. Call to Order**

6 Chair Howson called the Personnel Committee meeting to order on Tuesday, June 23, 2026, at 9:02 A.M.

7
8 **2. Roll Call**

9 Present: Louise Howson and Brigid White. Patrice Champeau excused

10 Administrator Benjamin Andrews and Village Clerk Julie Thyssen, Fire Chief Mike Goldstone.

11
12 **3. Approve Agenda**

13 *Motion to approve the agenda was made by Howson and seconded by White. Motion carried — all ayes.*

14
15 **4. Approve Minutes**

16 **a. May 26, 2026**

17 Motion to approve the minutes of the May 26, 2026 Personnel Committee meeting was made by Howson
18 and seconded by White. Motion carried — all ayes.

19
20 **5. Comments, Correspondence, and Concerns from the Public**

21 None

22
23 **6. Discussion/Action Items**

24 **a. Location of Personnel Committee Meetings**

25 The Committee discussed the possibility of relocating meetings to the larger meeting room to allow for
26 remote public participation via Zoom. Concerns were raised regarding the potential inadvertent disclosure
27 of sensitive personnel information in a recorded or streamed format. Andrews suggested a case-by-case
28 approach: when agenda items are of general public interest, the meeting would be scheduled in the larger
29 room with Zoom capability; otherwise, the current location would be maintained. The Committee reached
30 consensus to proceed on that basis.

31
32 **b. Employee Handbook Review; Fire Department Support**

33 Andrews presented a draft Employee Handbook policy regarding employee participation in the Sister Bay–
34 Liberty Grove Fire Department. Fire Chief Mike Goldstone provided comments on the importance of
35 employer support for maintaining a volunteer fire department.

36
37 The Committee discussed and reached consensus on several revisions to the draft policy, including
38 allowing employees to respond to emergency calls without prior supervisor approval while notifying their
39 supervisor as soon as practicable; providing up to one hour of paid response time, with additional time
40 charged to PTO or unpaid leave; requiring employees to notify, rather than obtain approval from, their
41 supervisor before joining the Department; permitting the use of village vehicles to travel to the fire station
42 for emergency response while maintaining restrictions on non-emergency use; adding a non-retaliation
43 provision; and strengthening the policy's opening statement recognizing the importance of volunteer fire
44 service.

45 **Action Items:**

- 46
 - Andrews to prepare a revised second draft of the Fire Department Support policy incorporating
47 all discussion points above, including: revised emergency response language, one-hour paid

1 compensation provision, notification-based enrollment language, clarified vehicle use provisions,
2 non-retaliation clause, and a strengthened opening statement.

- 3 • The revised draft to be distributed to all department managers — including Utilities Director
4 Megan — for review and comment prior to the next meeting.
- 5 • The revised draft to be placed on the next Personnel Committee meeting agenda for review and
6 action.
- 7 • Following Committee approval, the policy to be forwarded to the Village Board for action, with a
8 target of the July board meeting, given that no written policy currently exists and at least one
9 employee is actively serving under the existing informal arrangement.

10
11 **7. Executive Session**

12 **a. Wisc. Stats. 19.85(1)(c)**

13 **b. Preliminary Consideration of Personnel Matters**

14 *The Committee voted by roll call to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) to*
15 *consider employment, promotion, compensation, or performance evaluation data of a public employee.*

16 *Motion to convene in executive session carried — all ayes (Howson — aye, White — aye.*
17

18 The Committee convened in closed session at 10:15.
19

20 **8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**

21 a. Employee Handbook Review; Comprehensive Review

22 b. Job Description Review

23 c. Budget: Compensation Schedule & COLA
24

25 **9. Next Meeting Date**

26 TBD
27

28 **10. Adjourn**

29 *Motion to adjourn at 11:35 by Howson, seconded by White. Motion carried — all ayes.*
30
31

32 *Minutes submitted by Julie Thyssen, Village Clerk*