

## **PERSONNEL COMMITTEE MINUTES**

### **Village of Whiting - Municipal Center**

3600 Water Street, Stevens Point, WI 54481

Thursday, May 7, 2026 - 8:30 a.m.

#### **1. Call to Order**

Chairman Ben Lasecki called the meeting to order at 8:30 a.m.

#### **2. Roll Call**

Present: Chairman Ben Lasecki and Committee Members Jeanna Trzebiatowski and Mike Kaczmarek.

#### **3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

#### **4. Approval of Minutes - April 27, 2026**

The minutes of the April 27, 2026 Personnel Committee meeting were presented for approval. Motion by Mike Kaczmarek, seconded by Jeanna Trzebiatowski, to approve the minutes as presented. Motion carried.

#### **5. Discussion and Possible Action - Review of Draft Employee Handbook Ethics Updates**

The Personnel Committee reviewed the previously discussed edits to the Employee Handbook addressing Chapter 7 ethics provisions identified by the Ordinance Committee. Discussion focused on the proposed revisions and alignment of the handbook language with the Village ethics ordinance.

Motion by Jeanna Trzebiatowski, seconded by Mike Kaczmarek, to recommend that the Village Board review and adopt the proposed changes to the Employee Handbook. Motion carried.

#### **6. Discussion and Possible Action - Review of Draft Village Board Handbook**

The Personnel Committee reviewed the working draft Village Board Handbook, including proposed content, organization, and additional research completed since the prior meeting. Discussion was held regarding revisions needed before the handbook is brought forward for further consideration.

The Committee assigned review responsibilities as follows:

- Jeanna Trzebiatowski will review and edit for grammar and punctuation.
- Mike Kaczmarek will review flow and organization.
- Ben Lasecki will review formatting and layout.

No formal action was taken.

#### **7. Adjournment**

Motion by Mike Kaczmarek, seconded by Jeanna Trzebiatowski, to adjourn the meeting at 8:56 a.m. Motion carried.

Minutes prepared by:

Ben Lasecki

Date: May 7, 2026