PERSONNEL COMMITTEE MEETING MINUTES

Village of Whiting – Municipal Center
3600 Water Street, Stevens Point, WI 54481
Wednesday, November 4, 2026 – 1:00 p.m.

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Roll Call

Ben Lasecki, Mike Kaczmarek and Jeanna Trzebiatowski were present. Village Clerk Pam Filtz was also in attendance.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Minutes – October 15, 2026

Motion by Mike Kaczmarek, seconded by Jeanna Trzebiatowski, to approve the October 15, 2026 Personnel Committee meeting minutes. Motion carried unanimously by voice vote; all in favor, none opposed.

5. Discussion and Possible Action – Employee Handbook: Health Insurance Eligibility and Waiting Period

The Committee reviewed proposed revisions to the Health Insurance – Eligibility and Waiting Period section on page 12 of the Employee Handbook. The revision clarifies that eligibility, applicable waiting periods, and effective dates of coverage are governed by the terms of the Village's current health insurance plan and carrier, subject to federal and state law.

Motion by Mike Kaczmarek, seconded by Jeanna Trzebiatowski, to recommend that the Village Board approve the proposed Employee Handbook language as written. Motion carried unanimously; all in favor, none opposed.

6. Closed Session – Deputy Clerk/Treasurer Position

Motion by Jeanna Trzebiatowski, seconded by Mike Kaczmarek, to convene in Closed Session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment-related matters concerning candidates for the Deputy Clerk/Treasurer position. Motion carried unanimously; all in favor, none opposed. The Committee entered Closed Session at 1:08 p.m.

Confidential applicant discussions are not included in these public minutes.

7. Reconvene into Open Session and Possible Action

Motion by Jeanna Trzebiatowski, seconded by Mike Kaczmarek, to reconvene in Open Session at 1:18 p.m. Motion carried unanimously; all in favor, none opposed.

The Committee discussed next steps in the Deputy Clerk/Treasurer hiring process, including arranging a follow-up meeting with a candidate

8. Adjournment

Motion by Mike Kaczmarek, seconded by Jeanna Trzebiatowski, to adjourn at 1:22 p.m. Motion carried unanimously; all in favor, none opposed.