



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes

### Human Resources Committee

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Wednesday, July 20, 2016

6:30 PM

Council Chambers, City Hall  
Use lower level glass door.

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#### Roll Call

**Present:** 5 - Thieme, Johnson, Cummings, Boyle and Pieper

1. Call To Order
2. Approval of Minutes

[ID#16-1180](#) Approval of the minutes of the May 18, 2016 meeting

**Attachments:** [HR Committee Minutes - 5-18-16](#)

**A motion was made by Ald. Johnson, seconded by Ald. Pieper to approve the minutes of the May 18, 2016 meeting. The motion carried by the following vote:**

**Aye:** 5 - Thieme, Johnson, Cummings, Boyle and Pieper

3. Business Items

- A. [ID#16-1179](#) Review and act on revision to Human Resources Policy B-2 - Recruitment, Application and Selection of Applicants for Employment

**Attachments:** [B2 Recruitment, and Selection of Applicants - DRAFT 6-28-16](#)

**A motion was made by Ald. Pieper, seconded by Ald. Johnson to approve the revision to Human Resources Policy B-2 - Recruitment, Application and Selection of Applicants for Employment. The motion carried by the following vote:**

**Aye:** 5 - Thieme, Johnson, Cummings, Boyle and Pieper

- B. [ID#16-1204](#) Request of Mayor Reilly and City Administrator Lahner to reclass the Administrative Assistant (Pay Grade 6) to the Assistant to the Mayor/City Administrator (Pay Grade 9).

**Attachments:** [Reclassification of Administrative Assistant to Assistant to the Mayor - City Administrator 7.18.2016](#)  
[Administrative Assistant Mayor - City Administrator's Office Revisions](#)  
[Administrative Assistant Mayor - City Administrator's Office](#)

**A motion was made by Ald. Johnson, seconded by Ald. Boyle to approve the request of Mayor Reilly and City Administrator Lahner to reclass the Administrative Assistant (Pay Grade 6) to the Assistant to the Mayor/City Administrator (Pay Grade 9). The motion carried by the following vote:**

**Aye:** 4 - Thieme, Johnson, Boyle and Pieper

**Nay:** 1 - Cummings

#### 4. Adjournment

**Meeting adjourned at 7:22 p.m.**