



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Human Resources Committee

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Wednesday, July 19, 2023

6:00 PM

Council Chambers, City Hall

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#### 1. Call To Order

**Present:** 4 - Cassandra Rodriguez, Mike Anderson, Frank McElderry and Paul Wuteska

**Absent:** 1 - Eric E. Payne

#### 2. Public Comment

**No public comment.**

#### 3. Approval of Minutes

- A. [ID#23-7233](#) Approval of the minutes of the April 6, 2023 meeting.

**Attachments:** [HR Meeting Minutes - April 6, 2023 DRAFT.pdf](#)

**Motion by Ald McElderry, second by Ald Wuteska, to approve the minutes of the April 6, 2023 meeting.**

**Aye:** 4 - Cassandra Rodriguez, Mike Anderson, Frank McElderry and Paul Wuteska

**Absent:** 1 - Eric E. Payne

#### 5. Business Items

- A. [ID#23-7229](#) Review, consider, and approve the proposal from Segal to conduct a market analysis and compensation study for the City of Waukesha.

**Attachments:** [Cover Letter - Comp Study July 19 2023.docx](#)

[Compensation Study - Segal proposal](#)

**Motion by Ald Rodriguez, second by Ald McElderry, to approve the proposal from Segal to conduct a market analysis and compensation study for the City of Waukesha.**

**Aye:** 4 - Cassandra Rodriguez, Mike Anderson, Frank McElderry and Paul Wuteska

**Absent:** 1 - Eric E. Payne

- C. [ID#23-7231](#) Consider the transfer of 0.5 full-time equivalents (FTE's) from the Finance Department to the IT Department for a part-time Administrative Assistant position.

**Attachments:** [Cover Letter FTE Transfer from Finance to IT](#)

**Motion by Ald Wuteska, second by Ald Anderson, to approve the transfer of 0.5 full-time equivalents (FTE's) from the Finance Department to the IT Department for a part-time Administrative Assistant position.**

**Aye:** 4 - Cassandra Rodriguez, Mike Anderson, Frank McElderry and Paul Wuteska

**Absent:** 1 - Eric E. Payne

- B.** [ID#23-7230](#) Consider creation of a part time Clerical Assistant position in the Building Inspection Division.

**Attachments:** [Cover Letter - Com Dev PT Clerical Position](#)

[Clerical Assistant - Building Inspection Part Time 2023 Final .docx](#)

**Motion by Ald McElderry, second by Ald Anderson, to approve the creation of a part time Clerical Assistant position in the Building Inspection Division.**

**Aye:** 4 - Cassandra Rodriguez, Mike Anderson, Frank McElderry and Paul Wuteska

**Absent:** 1 - Eric E. Payne

- D.** [ID#23-7232](#) Review suggested language adjustment to the B10 policy regarding Employment of Relatives (Nepotism).

**Attachments:** [Cover Letter - Nepotism Policy PD Updated](#)

[B-10 Nepotism Policy June 2 2023 Redline from Original Draft.pdf](#)

**Motion by Ald McElderry, second by Ald Anderson, to approve the suggested language adjustment to the B10 policy regarding Employment of Relatives (Nepotism) as provided.**

**Aye:** 3 - Mike Anderson, Frank McElderry and Paul Wuteska

**Nay:** 1 - Cassandra Rodriguez

**Absent:** 1 - Eric E. Payne

#### 4. Closed Session

- A.** [ID#23-7227](#) A motion may be made to convene in closed session pursuant to Wis. Stats. Sec. 19.85(1)(f), to discuss an employee's request to utilize Human Resources Policy C3 Leaves of Absence - Extended Sick Leave.

*Meeting went into Recess*

*Meeting Reconvened*

**A. ID#23-7227 A motion may be made to convene in closed session pursuant to Wis. Stats. Sec. 19.85(1)(f), to discuss an employee's request to utilize Human Resources Policy C3 Leaves of Absence - Extended Sick Leave.**

**Aye:** 4 - Cassandra Rodriguez, Mike Anderson, Frank McElderry and Paul Wuteska

**Absent:** 1 - Eric E. Payne

Notice: Upon conclusion of the closed session, a motion will be made to reconvene in open session. Possible action on the matters discussed in closed session

## 6. Adjournment

**Adjourned at 6:55pm.**

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.