



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Human Resources Committee

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Wednesday, February 21, 2024

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#24-9078](#) Approval of the minutes of the October 18, 2023 meeting

**Attachments:** [HR Meeting Minutes - Oct 18, 2023 DRAFT.pdf](#)

**Motion by Ald Wuteska, second by Ald McElderry, to approve the minutes of the October 18, 2023 meeting.**

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

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

#### 4. Business Items

##### A. [ID#24-9079](#) Consideration and Possible Action to Authorize Two (2) Emergency Communications Center Supervisor Positions for the Police Department

**Attachments:** [B16 PD Updated - Dispatch Supervisors - February 2024 COVER LETTER.docx](#)

**Motion by Ald Rodriguez, second by Ald McElderry, to Authorize Two (2) Emergency Communications Center Supervisor Positions for the Police Department in lieu of the three dispatcher FTEs added during the budget including adding a qualification preference for a bilingual applicant.**

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

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

##### B. [ID#24-9080](#) Review and approve 2024 updated B16 Staffing Resolution Job List

**Attachments:** [#24-9080 Cover Letter B16 Staffing Job List.docx](#)  
[B16 Staffing Resolution Job List - Final 02-2024.pdf](#)

**Motion by Ald Rodriguez, second by Ald McElderry, to approve 2024 updated B16 Staffing Resolution Job List as presented with add the Police Department Dispatch Supervisor FTE changes as approved at HR Committee.**

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

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

## 5. Closed Session

- A.**     [ID#24-9081](#)     Review and consider City Administrator evaluation timeline, process, and goals.

**Motion by Ald Anderson, second by Ald Wuteska, to move HR Committee into closed session. Meeting went into closed session.**

**A motion was made by Ald. Anderson, seconded by Ald. Wuteska, that this Discussion and Recommendation be held. The motion carried by the following vote:**

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

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

**Reconvene into open session.**

## 6. Adjournment

**Adjourned at 7:23pm.**

"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. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).