



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes

Human Resources Committee

Wednesday, May 16, 2018

6:30 PM

Council Chambers, City Hall
Use lower level glass door.

1. Call To Order

Present: 5 - Thieme, Cummings, Manion, Boyle and Wells

2. Public Comment

3. Approval of Minutes

[ID#18-0728](#) Approval of the minutes from the January 17, 2018 meeting.

Attachments: [HR Minutes - 1-17-18 - Draft.pdf](#)

The Minutes of January 17, 2018 were approved by Unanimous Consent.

4. Business Items

- A.** [ID#18-0681](#) Amendment to Municipal Code section 2.015(7) to require the completion of the City Administrator's annual review by the last day of February each year

Attachments: [Cover Sheet-City Administrator Review.pdf](#)
[Memo-Timing of City Administrator Review.pdf](#)

A motion was made by Wells, seconded by Cummings, to approve #18-0681 Amendment to Municipal Code section 2.015(7) to require the completion of the City Administrator's annual review by the last day of February each year. The motion carried by the following vote:

Aye: 4 - Thieme, Cummings, Boyle and Wells

Nay: 1 - Manion

- B.** [ID#18-0740](#) Request by Ald. Thieme to amend Section 2.015 (7) of the Municipal Code - City Administrator to modify language in the ordinance to have the Human Resources Committee conduct the annual review of the City Administrator.

Attachments: [Cover Sheet-City Administrator Review- 2.015\(7\).pdf](#)
 [Ordinance 2.015\(7\)-Thieme.doc](#)

A motion was made by Thieme, seconded by Boyle, to approve #18-0740 to amend Section 2.015(7) of the Municipal Code - City Administrator, to modify the language in the ordinance to have the Human Resources Committee conduct the annual review of the City Administrator and begin the review process. The motion carried by the following vote:

Aye: 4 - Thieme, Cummings, Boyle and Wells

Nay: 1 - Manion

- C.** [ID#18-0731](#) Request to approve amendments to Human Resources Policies E-8 - Commercial Driver's License, E-10 - Federal Highway Administration Drug and Alcohol Testing Regulations Policy and E-14 - Drug Testing to reflect changes in Federal and State Law relating to Drug and Alcohol Testing particularly as they relate to employees in positions requiring a commercial driver's license (CDL).

Attachments: [E8 - DRAFT - 2-13-18.doc](#)
 [E10 - Federal Highway Administration Drug & Alcohol Testing Regulations Policy-DRAFT-2-13-18.doc](#)
 [E14 - Drug Testing - DRAFT - 2-13-18.doc](#)
 [Cover Sheet - Drug Policies.pdf](#)

A motion was made by Boyle, seconded by Cummings, to approve ID#18-0731 Request to approve amendments to Human Resources Policies E-8 - Commercial Driver's License, E-10 - Federal Highway Administration Drug and Alcohol Testing Regulations Policy and E-14 - Drug Testing to reflect changes in Federal and State Law relating to Drug and Alcohol Testing particularly as they relate to employees in positions requiring a commercial driver's license (CDL). The motion carried by the following vote:

Aye: 5 - Thieme, Cummings, Manion, Boyle and Wells

- D.** [ID#18-0737](#) Request to review and approve staffing levels in Human Resources Policy B-16 - Staffing Resolution per approval of the 2018 City Budget by the Common Council.

Attachments: [Cover Sheet-HR Policy B-16 - City Staffing Resolution.pdf](#)
 [B-16 2018.pdf](#)

A motion was made by Ald. Cummings, seconded by Ald. Manion to approve #18-0737 staffing levels in Human Resources Policy B-16 - Staffing Resolution per approval of the 2018 City Budget by the Common Council. The motion carried by the following vote:

Aye: 5 - Thieme, Cummings, Manion, Boyle and Wells

5. Adjournment

The meeting adjourned at 7:28 p.m.

"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 Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.