



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes

### Human Resources Committee

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Wednesday, August 15, 2018

6:30 PM

Council Chambers, City Hall  
Use lower level glass door.

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#### 1. Call To Order

**Present:** 4 - Thieme, Cummings, Manion and Wells

**Absent:** 1 - Boyle

#### 2. Public Comment

#### 3. Approval of Minutes

[ID#18-0948](#) Approval of the minutes of the May 16, 2018 meeting.

**Attachments:** [HR Minutes - 5-16-18 \(2\).pdf](#)

**Motion by Ald. Manion, second by Ald. Wells to approve the minutes of the May 16, 2018 meeting. The motion carried by the following vote:**

**Aye:** 4 - Thieme, Cummings, Manion and Wells

**Absent:** 1 - Boyle

[ID#18-1180](#) Approval of the minutes from the June 20, 2018 meeting

**Attachments:** [HR Minutes - 6-20-18 - Draft.pdf](#)

**Motion by Ald. Manion, second by Ald. Wells to approve the minutes of the June 20, 2018 meeting. The motion carried by the following vote:**

**Aye:** 4 - Thieme, Cummings, Manion and Wells

**Absent:** 1 - Boyle

#### 4. Business Items

- A. [ID#18-1186](#) Request of City Assessor Paul Klauck to review and act on the staffing and recommendation of funding of the Clerical Assistant position in the Assessor's Office.

**Attachments:** [Assessor - Clerical Assistant Coversheet 8-9-18.pdf](#)  
[Assessor Staffing Resolution.pdf](#)  
[Clerical Assistant-DRAFT - 7-19-18.docx](#)

**Motion by Ald. Thieme, second by Ald. Cummings to approve the position of Clerical Assistant in the Assessor's Office for 29 hours per week. The motion by Ald. Thieme and second by Ald. Cummings were withdrawn.**

**Motion by Ald. Wells, second by Ald. Thieme to table this item until the September 19, 2018 Human Resources Committee meeting. The motion passed by the following vote:**

**Aye:** 4 - Thieme, Cummings, Manion and Wells

**Absent:** 1 - Boyle

- B. [ID#18-1189](#) Review and approve changes to Human Resources Policy E-2 - Vehicle Collision Control & Accident Reporting

**Attachments:** [E2 - DRAFT - 8-16-18.doc](#)

**Motion by Ald. Wells, second by Ald. Cummings to approve changes to Human Resources Policy E-2 - Vehicle Collision Control and Accident Reporting. The motion passed by the following vote:**

**Aye:** 4 - Thieme, Cummings, Manion and Wells

**Absent:** 1 - Boyle

- C. [ID#18-1192](#) Review and approve changes to Human Resources Policy E-3 - Loss Prevention Program

**Attachments:** [E3 - DRAFT - 8-9-18.pdf](#)

**Motion by Ald. Cummings, second by Ald. Manion to approve changes to Human Resources Policy E-3 - Loss Prevention Program. The motion passed by the following vote:**

**Aye:** 4 - Thieme, Cummings, Manion and Wells

**Absent:** 1 - Boyle

## 5. Adjournment

The meeting adjourned at 8 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 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.