



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes

Human Resources Committee

Wednesday, August 26, 2020

6:00 PM

Virtual Meeting. View at

<https://waukesha.legistar.com/Calendar.aspx> or Call: 888 788

0099 (Toll Free)

Webinar ID: 978 7507 0992 Passcode: 902203

Public Comment is virtual only, register by 4pm

<https://waukesha-wi.gov/1907/Public-Comment>

1. Call To Order

Rollcall

Present: 4 - Browne, Manion, Wells and R. Lemke

Absent: 1 - Cummings

2. Public Comment

3. Approval of Minutes

[ID#20-0892](#) Minutes of the June 17, 2020 meeting.

Attachments: [HR Minutes - 6-17-20 - DRAFT.pdf](#)

Motion by Ald. Manion, second by Ald. Lemke to approve the minutes of the June 17, 2020 meeting. The motion carried by the following vote:

Aye: 4 - Browne, Manion, Wells and R. Lemke

Absent: 1 - Cummings

4. Business Items

A. [ID#20-0905](#) Update on City Administrator Performance Goals

Attachments: [Goals and Objectives Memo.pdf](#)

City Administrator Kevin Lahner reviewed his memo on objectives and goals set by the Common Council. There was no action taken on this item.

B. [ID#20-1044](#) Referral by Ald. Perry to HR Committee to review compensation for the Common Council.

Attachments: [Aldermanic Ordinances.pdf](#)

This item was placed on hold.

Aye: 4 - Browne, Manion, Wells and R. Lemke

Absent: 1 - Cummings

- C. [ID#20-1049](#) Request of the Human Resources Department to abolish Human Resources Policy B-5 - Personnel Transaction Notice.

Attachments: [B5 Personnel Transaction Notice - Abolish 8-13-20.doc](#)

Motion by Ald. Lemke, second by Ald. Browne to approve the of the Human Resources Department to abolish Human Resources Policy B-5 - Personnel Transaction Notice. The motion passed by the following vote:

Aye: 4 - Browne, Manion, Wells and R. Lemke

Absent: 1 - Cummings

- D. [ID#20-1055](#) Request of the Human Resources Department to abolish Human Resources Policy B-16 - Staffing Resolution. (Totals will still be updated on an annual basis)

Attachments: [B16 City Staffing Resolution - Abolish 8-26-20.doc](#)

[B16 - Staffing Resolution \(1\).pdf](#)

Motion by Ald. Manion, second by Ald. Browne to revise HR Policy B-16 such that the staffing level documentation is maintained outside of the policy and location to which that is stored can be referenced in the policy and a revision would come back to the Committee for approval. The motion carried by the following vote:

Aye: 4 - Browne, Manion, Wells and R. Lemke

Absent: 1 - Cummings

- E. [ID#20-1097](#) Request of the Human Resources Department to review and approve the new Human Resources Policy G3 - Corrective and Disciplinary Action.

Attachments: [Corrective and Disciplinary Action Policy 8.2020 NEW POLICY final draft.pdf](#)

Motion by Ald. Manion, second by Ald. Lemke to approve the request of the Human Resources Department to review and approve the new Human Resources Policy G3 - Corrective and Disciplinary Action. The motion carried by the following vote:

Aye: 4 - Browne, Manion, Wells and R. Lemke

Absent: 1 - Cummings

5. Adjournment

Meeting adjourned at 6:50 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.