



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes

Human Resources Committee

Wednesday, August 21, 2019

6:00 PM

Council Chambers, City Hall
Use lower level glass door.

1. Call To Order

Present: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

2. Public Comment

3. Approval of Minutes

[ID#19-1029](#) Approval of the minutes of the June 27, 2019 meeting.

Attachments: [HR Minutes - 6-27-19.pdf](#)

Motion by Ald. Manion, second by Ald. Browne to approve the minutes of the June 27, 2019 meeting. The motion carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

4. Business Items

A. [ID#19-1032](#) Request of City Administrator Lahner to contract with GovHR USA to assist the City with recruitment for the position of Police Chief.

Attachments: [Agenda Cover Sheet - GovHRUSA 8.15.2019.docx](#)

[Waukesha WI - Police Chief proposal.pdf](#)

Motion by Ald. Wells, second by Ald. Manion to approve the request of City Administrator Lahner to contract with GovHR USA to assist the City with recruitment for the position of Police Chief. The motion carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

- B. [ID#19-1099](#) Review and approval of HR Policy D3 - Employee Performance

Attachments: [D3 Employee Performance draft for HR Committee review 8.2019.pdf](#)

Motion by Ald. Browne, second by Ald. Manion to approve the changes to HR Policy D3 - Employee Performance. The motion carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

- C. [ID#19-1114](#) Review and approval of HR Policy C2 - Vacation Leave

Attachments: [C2 Vacation Leave clarification language added.pdf](#)

Motion by Ald. Wells, second by Ald. Brown to approve the changes to HR Policy C2 - Vacation Leave. The motion carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

- D. [ID#19-1102](#) Review and approval of HR Policy C7 - Employment Benefits

Attachments: [C7 Employment Benefits draft for HR Committee review 8.2019.pdf](#)

No action was taken on this item. Additional modifications may be made and the policy will be presented to the Committee at a later date.

- E. [ID#19-1105](#) Review and approval of HR Policy G2 - Commemorative Awards

Attachments: [G2 Commemorative Awards FORMERLY Service Awards draft for HR Committee review 8.2019.pdf](#)

Motion by Ald. Manion, second by Ald. Browne to approve the changes to HR Policy G2 - Commemorative Awards. The vote carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

- F. [ID#19-1108](#) Review and approval of HR Policy G5 - Wages and Benefits - Regular Part-time Employees

Attachments: [C5 Wages and Benefits Regular Part-Time Employees draft for HR Committee review 8.2019.pdf](#)

Motion by Ald. Wells, second by Ald. Manion to approve the changes to HR Policy G5 - Wages and Benefits - Regular Part-time Employees. The motion carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

G. [ID#19-1111](#) Review and approval of HR Policy H7 - Emergency Building Closures

Attachments: [H7 Emergency Building Closures FORMERLY Unusual or Undesirable Working Conditions draft for HR Committee review 8.2019.pdf](#)

Motion by Ald. Wells, second by Ald. Manion to approve the changes to HR Policy H7 - Emergency Building Closures. The motion carried by the following vote:

Aye: 3 - Browne, Manion and Wells

Absent: 2 - Cummings and Miller

5. Adjournment

The meeting adjourned at 6:30 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.