



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Human Resources Committee

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Wednesday, December 21, 2022

6:00 PM

Council Chambers, City Hall

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#### 1. Call To Order

**Present:** 3 - Elizabeth Moltzan, Rick R. Lemke and Frank McElderry

**Absent:** 2 - Cassandra Rodriguez and Dean D. Lemke

#### 2. Public Comment

**No public comment.**

#### 3. Approval of Minutes

- A. [ID#22-5472](#) Approval of HR Committee meeting minutes - October 19, 2022

**Attachments:** [HR Committee Meeting Minutes10-19-2022 Draft](#)

**Approved by unanimous consent.**

#### 4. Business Items

- A. [ID#22-5473](#) Consideration of the creation of the Communications and Engagement Manager Position and Communications and Engagement Division

**Attachments:** [ID22-5473 Communications and Engagement Division Coversheet 12.21.2022](#)

[Communications and Engagement Manager Job Description](#)

[Administrative Assistant- Revised](#)

[Audio Visual Technician - Revised](#)

[User Interface Designer - Revised](#)

[Video Production Coordinator - Revised](#)

[Communications and Engagement Presentation- City Council 2022](#)

**Motion by Ald R. Lemke, second by Ald Moltzan, to approve consideration of the creation of the Communications and Engagement Manager Position and Communications and Engagement Division as presented.**

**Aye:** 3 - Elizabeth Moltzan, Rick R. Lemke and Frank McElderry

**Absent:** 2 - Cassandra Rodriguez and Dean D. Lemke

#### 5. Adjournment

**Adjourned 6:27pm**

"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.