



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Human Resources Committee

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Wednesday, October 18, 2023

6:00 PM

Council Chambers, City Hall

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#### 1. Call To Order

**Present:** 5 - Cassandra Rodriguez, Eric E. Payne, Mike Anderson, Frank McElderry and Paul Wuteska

#### 2. Public Comment

**No public comment.**

#### 3. Approval of Minutes

- A. [ID#23-7872](#) Approval of the minutes of the July 19, 2023 meeting

**Attachments:** [HR Meeting Minutes - July 19, 2023 DRAFT.pdf](#)

**Approved by consent.**

#### 4. Business Items

- A. [ID#23-7873](#) Consider the transfer of 0.1 full-time equivalents (FTE's) within the Finance Department from the Accounting Clerk position to the Financial Projects Manager position.

**Attachments:** [#23-7873 HR Committee Item - Finance FTE Transfer Between Positions.docx](#)

**Motion by Ald Payne, second by Ald McElderry, to approve the transfer of 0.1 full-time equivalents (FTE's) within the Finance Department from the Accounting Clerk position to the Financial Projects Manager position.**

**Aye:** 5 - Cassandra Rodriguez, Eric E. Payne, Mike Anderson, Frank McElderry and Paul Wuteska

- B. [ID#23-7875](#) Review and act on a request to approve an ARPA-funded "Case Manager/Social Worker" position.

**Attachments:** [#23-7875 HR Committee Item - Fire ARPA Case Worker position.docx](#)  
[Case Manager - Fire NEWLY CREATED POSITION.docx](#)

**Motion by Ald Wuteska, second by Ald McElderry, to approve an ARPA-funded "Case Manager/Social Worker" position as presented.**

**Aye:** 5 - Cassandra Rodriguez, Eric E. Payne, Mike Anderson, Frank McElderry and Paul Wuteska

- C. [ID#23-7836](#) Request to change Assistant City Attorney position from 0.625 FTE to 1.0 FTE.

**Attachments:** [Cover Sheet-Asst CA to Full-Time](#)  
[Memo-Full Time](#)

**Motion by Ald Wuteska, second by Ald Payne, to approve the change of the Assistant City Attorney position from 0.625 FTE to 1.0 FTE.**

**Aye:** 5 - Cassandra Rodriguez, Eric E. Payne, Mike Anderson, Frank McElderry and Paul Wuteska

- D. [ID#23-7874](#) Consider budget neutral request to reclassify existing Clerical Assistant to Administrative Assistant to acknowledge responsibility, independence and consequence of work being performed. Additional request to reduce currently vacant Clerical Assistant position from full time to part time.

**Attachments:** [#23-7874 HR Committee Item - Clerk Treasurer Position Reclassification and FTE Change.docx](#)

**Motion by Ald Anderson, second by Ald Rodriguez, to approve budget neutral request to reclassify existing Clerical Assistant to Administrative Assistant and to reduce currently vacant Clerical Assistant position from full time to part time as presented.**

**Aye:** 5 - Cassandra Rodriguez, Eric E. Payne, Mike Anderson, Frank McElderry and Paul Wuteska

## 5. Adjournment

**Adjourned at 6:19**

"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. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).