



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Human Resources Committee

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Wednesday, November 17, 2021

6:00 PM

Conference Room 162, City Hall

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#### 1. Call To Order

**Present:** 5 - Browne, R. Lemke, Rodriguez, Wells and Manion

#### 2. Public Comment

**No public comment.**

#### 3. Approval of Minutes

##### A. [ID#21-3163](#) Approval of HR Committee Meeting Minutes - October 20, 2021

**Attachments:** [MeetingMinutes 10-20-21 DRAFT](#)

**Approved by unanimous consent.**

#### 4. Business Items

##### C. [ID#21-3166](#) Request to review and approve fire department amendments to HR Policy C3 Leaves of Absences

**Attachments:** [#21-3166 C3 Leaves of Absences Cover Letter and Policy](#)

**Motion by Ald Lemke, second by Ald Wells, to approve to approve fire department amendments to HR Policy C3 Leaves of Absences as presented.**

**Aye:** 5 - Browne, R. Lemke, Rodriguez, Wells and Daniel Manion

##### A. [ID#21-3164](#) Discussion and possible action regarding the process and format of the upcoming annual performance review of the City Administrator.

**Attachments:** [#21-3164 Discussion CA Review Cover Sheet](#)  
[2020 City Administrator Evaluation](#)

**Will revisit and finalized 2021 City Administrator evaluation at Dec 2021 HR Committee meeting.**

**Present:** 4 - Browne, R. Lemke, Rodriguez and Manion

**Absent:** 1 - Wells

##### B. [ID#21-3165](#) Request to review and approve amendments to HR Policy C2 Vacation Leave

**Attachments:** [#21-3165 C2 Vacation Leave Cover Letter and Policy](#)

**Motion by Ald Manion, second by Ald Browne, to approve amendments to HR Policy C2 Vacation Leave as presented.**

**Aye:** 4 - Browne, R. Lemke, Rodriguez and Daniel Manion

**Absent:** 1 - Wells

- D. [ID#21-3167](#) Request to review and approve amendments to HR Policy C7 Employment Benefits

**Attachments:** [#21-3167 C7 Employment Benefits Cover Letter and Policy](#)

**Motion by Ald Rodriguez, second by Ald Browne, to approve amendments to HR Policy C7 Employment Benefits as presented.**

**Aye:** 4 - Browne, R. Lemke, Rodriguez and Daniel Manion

**Absent:** 1 - Wells

- E. [ID#21-3168](#) Request to review and approve amendments to HR Policy C8 Moving Expense Reimbursement Policy

**Attachments:** [#21-3168 C8 Moving Expense Reimbursement Cover Letter and Policy](#)

**Motion by Ald Manion, second by Ald Browne, to approve amendments to HR Policy C8 Moving Expense Reimbursement Policy as presented.**

**Aye:** 4 - Browne, R. Lemke, Rodriguez and Daniel Manion

**Absent:** 1 - Wells

- F. [ID#21-3169](#) Request to review and approve amendments to HR Policy C9 Military Leave Policy

**Attachments:** [#21-3169 C9 Military Leave Cover Letter and Policy](#)

**Motion by Ald Browne, second by Ald Manion, to approve amendments to HR Policy C9 Military Leave Policy as presented.**

**Aye:** 4 - Browne, R. Lemke, Rodriguez and Daniel Manion

**Absent:** 1 - Wells

- G. [ID#21-3170](#) Request to review and approve amendments to HR Policy C1 Holidays

**Attachments:** [#21-3170 C1 Holidays Cover Letter and Policy](#)

**Motion by Ald Manion, second by Ald Lemke, to approve amendments to HR Policy C1 Holidays as presented.**

**Aye:** 4 - Browne, R. Lemke, Rodriguez and Daniel Manion

**Absent:** 1 - Wells

## 5. Adjournment

**Adjourned at 7:37pm.**

"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.