



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Human Resources Committee

Wednesday, September 15, 2021

6:00 PM

Council Chambers, City Hall and Virtually

Register in advance for this webinar:

[https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

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Meeting ID: 994 1859 3180

Passcode: 063532

1. Call To Order

Present: 1 - Cassandra Rodriguez

Absent: 1 - Rick R. Lemke

2. Public Comment

No public comment.

3. Approval of Minutes

- A. [ID#21-2855](#) Approval of HR Committee Meeting Minutes - July 21, 2021

Attachments: [MeetingMinutes 7-21-21 DRAFT](#)

Approved by unanimous consent.

- B. [ID#21-2856](#) Approval of revised HR Committee Meeting Minutes - May 19, 2021

Attachments: [MeetingMinutes 5-19-21 DRAFT - REVISED](#)

Approved by unanimous consent.

4. Business Items

- A. [ID#21-2744](#) Review and act on the approval of the City Wide Email Policy.

Attachments: [Cover Sheet - City Wide Email Policy](#)

[Email Policy and Memo.pdf](#)

Motion by Ald Manion, second by Ald Rodriguez, to send item back to IT Board for further discussion.

Aye: 4 - Daniel Manion, Don Paul Browne, Cassandra Rodriguez and Jack Wells

Absent: 1 - Rick R. Lemke

- B. [ID#21-2741](#) Presentation of Amendment #34 Health Risk Management Agreement for On-Site Medical Services Clinic by City Administrator

Attachments: [ID 21-2741 Clinic Amendment and Cover Letter Sept 2021](#)

Motion by Ald Rodriguez, second by Ald Wells, to approve Amendment #34 Health Risk Management Agreement for On-Site Medical Services as presented.

Aye: 4 - Daniel Manion, Don Paul Browne, Cassandra Rodriguez and Jack Wells

Absent: 1 - Rick R. Lemke

- C. [ID#21-2766](#) Request to review and approve amendments to HR Policy B8 Human Resources Information Disclosure

Attachments: [#21-2766 B8 HR Information Disclosure Coversheet and Policy](#)

Motion by Ald Wells, second by Ald Manion, to approve amendments to HR Policy B8 Human Resources Information Disclosure as presented.

Aye: 2 - Daniel Manion and Jack Wells

Nay: 2 - Don Paul Browne and Cassandra Rodriguez

Absent: 1 - Rick R. Lemke

Motion by Ald Wells, second by Ald Browne, to put agenda items C (ID#21-2766), D (ID#21-2767) and E (ID#27-2767) on hold until next scheduled HR Committee Meeting.

Aye: 3 - Don Paul Browne, Cassandra Rodriguez and Jack Wells

Nay: 1 - Daniel Manion

Absent: 1 - Rick R. Lemke

- D. [ID#21-2767](#) Request to review and approve amendments to HR Policy C4 Benefits Election at Retirement-Resignation

Attachments: [#21-2767 C4 Benefits Election at Retirement-Resignation Coversheet and Policy 9-15-21](#)

- E. [ID#21-2769](#) Request to review and approve amendments to HR Policy H4 Administrative Payroll Procedures

Attachments: [#21-2769 H4 Administrative Payroll Procedures Coversheet and Policy 9-15-21](#)

- F. [ID#21-2857](#) Presentation of possible HR Policy B12 Equal Opportunity Employer language update examples from HR Director Vasquez

HR Director Vasquez to present finalized B12 Equal Opportunity language and policy at next meeting as discussed.

- G. [ID#21-2858](#) Request to review and approve amendments to HR Policy C3 Leaves of Absence

Attachments: [#21-2858 C3 Leaves of Absence Coversheet and Policy](#)

Motion by Ald Browne, second by Ald Rodriguez, to approve amendments to HR Policy C3 Leaves of Absence as presented.

Aye: 4 - Daniel Manion, Don Paul Browne, Cassandra Rodriguez and Jack Wells

Absent: 1 - Rick R. Lemke

5. Communications and Referrals:

- A.** [225009REF#](#) Discuss referral made by Ald Browne at September 7, 2021 Council meeting: Please direct the HR Committee to review the policy for selecting the 2 Aldermen to interview candidates for Director-level positions (as part of this process) when they become available and make recommendations for a more comprehensive procedure.

Motion by Ald Rodriguez, second by Ald Browne, that the two Alderman picked for Director level recruitments will have one committee member chosen by the Mayor and one by the City Administrator and selected Aldermen announced to Council.

Aye: 3 - Daniel Manion, Don Paul Browne and Cassandra Rodriguez

Nay: 1 - Jack Wells

Absent: 1 - Rick R. Lemke

6. Adjournment

Adjourned at 7:38pm.

"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.