



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Human Resources Committee

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Wednesday, June 15, 2022

6:00 PM

Council Chambers, City Hall

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#### 1. Call To Order

**Present:** 4 - Rodriguez, Moltzan, D. Lemke and R. Lemke

**Absent:** 1 - McElderry

#### 2. Public Comment

**No Public Comment**

#### 3. Approval of Minutes

- A. [ID#22-4287](#) Approval of the April 20, 2022 Meeting Minutes

**Attachments:** [HR Committee Meeting Minutes 4-20-2022 Draft](#)

**Approved by unanimous consent.**

#### 4. Business Items

- A. [ID#22-4288](#) Approval and authorization of Grant Funded Community Learning Center Coordinator position.

**Attachments:** [Council Agenda Cover Sheet - CLC Position](#)

**Motion by Ald D.Lemke, second by Ald R.Lemke, to approve the authorization of a Grant Funded Community Learning Center Coordinator position as outlined.**

**Aye:** 4 - Cassandra Rodriguez, Moltzan, D. Lemke and R. Lemke

**Absent:** 1 - McElderry

- B. [ID#22-4289](#) Request to Update Part Time Administrative Role to Full Time Administrative Assistant

**Attachments:** [Cover Letter - Cemetery FT Administrative Assistant](#)

**Motion by Ald Rodriguez, second by Ald D.Lemke, to approve the request to update part-time Administrative role in the Cemetery to full-time Administrative Assistant.**

**Aye:** 4 - Cassandra Rodriguez, Moltzan, D. Lemke and R. Lemke

**Absent:** 1 - McElderry

- C. [ID#22-4311](#) Request to review and approve amendments to HR Policy E5 Worker's Compensation.

**Attachments:** [#22-4311 E5 Worker's Compensation Cover Letter 06-15-22](#)

**Motion by Ald Rodriguez, second by Ald Moltzan, to approve amendments to HR Policy E5 Worker's Compensation including the highlighted portion, with minor revision to the language in red under reporting procedure to have it read instead, "Unless otherwise specified in the insurance carrier policy, the City of Waukesha will report any claim of injury within seven (7) days. Any injury which results in four (4) days or more of lost time from work, the report must be received within 14 days of reported injury".**

**Aye:** 4 - Cassandra Rodriguez, Moltzan, D. Lemke and R. Lemke

**Absent:** 1 - McElderry

## 5. Adjournment

**Request by Ald Rodriguez to add the timeline process of the City Administrator's review to the next HR Committee meeting agenda. Meeting adjourned at 6:41pm.**

"A majority of the Council members may be in attendance"

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