

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: June 8, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, P. Burek, M. Hite, A. Jacobson, J. Kannenberg, G. Klein, E. Krohn, G. Seubert

Approval of 05/11/2015 minutes.

Motion by Rasmussen, second by Oberbeck to approve the draft minutes from May 11, 2015. All ayes. Motion passes 5-0.

Public Comment on Matters Appearing on the Agenda.

No public comment made.

City of Wausau Electronic Tablet Use Policy/Agreement (Jacobson).

Jacobson, Hite, and Klein met to make revisions/additions to the policy as requested. Jacobson said that credit is due to Hite for the addition of paragraph 12 to the document, and that all were in agreement to its addition. Rasmussen said that the content of paragraph 12 is what the committee had hoped to see added to the policy. Motion by Rasmussen to approve the City of Wausau Electronic Tablet Use Policy/Agreement. Second by Gisselman. Wagner thanked those involved for providing the requested updates to the policy document. All ayes. Motion passes 5-0.

Discussion and Possible Action on Communications Director Job Description.

Hite explained through committee direction she drafted a job description for a position that combined several different needs, including public relations, grant submissions, and public access. The salary range for this position would be approximately \$50,000 - \$75,000 (\$75,000 - \$112,000 factoring in benefits). Rasmussen said she feels that this would fill a void of the skill set needed, and liked the job description. Wagner said that pulling all the different things together really helps clarify the position and what is needed. Discussion took place between the committee members and mayor regarding the position, if it is duplication of services that current employees should already be able to provide, lack of funding for the position, and needs of the City. Motion by Rasmussen to approve job description to keep on file. Second by Wagner. Oberbeck would like more description of what the position would be doing on a weekly basis and felt it should be revised before approved. Further discussion took place. Motion fails 2-3 (*Gisselman, Nagle, and Oberbeck were the dissenting votes.*)

CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Local 1168 Amalgamated Transit Union, AFL-CIO Bargaining.

Motion by Rasmussen to go into closed session. Second by Nagle. Roll call was taken to include Wagner, Gisselman, Nagle, Oberbeck, and Rasmussen. Committee entered into closed session.

Reconvene into Open Session, and Possible Action on Closed Session Item.

Motion by Oberbeck to reconvene into open session. Second by Rasmussen. Committee reconvened into open session. No motion on closed session item.

HR Director Report.

Hite shared with the committee the service delivery standards of the Human Resources department. Hite also provided a draft of a position specific performance appraisal for department heads that has been developed to

provide a better tool for management performance. Rasmussen said that the document explains expectations. Hite said department heads will migrate their goals from the previous performance evaluation system to the new system. Discussion about the format of the performance evaluations took place, including whether or not to continue employee self-evaluations as a part of the process. Hite said self-evaluations can be discussed further and direction can be given.

Gisselman asked a question regarding the amount of resignations/retirements reported to the committee and asked why the number is so high. Hite said that several employees found employment closer to where they live and resigned, and the amount of retirements was high.

Future Agenda Items for Consideration.

Oberbeck would like to discuss future review of department head performance appraisals. Wagner would like Hite to draft job descriptions for City Administrator and Mayor within the same system, outlining duties and responsibilities that each position would be responsible for. Closed session item for performance evaluations. There will be no meeting in July.

Adjourn.

Motion by Gisselman to adjourn. Second by Nagle. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair