

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

DATE/TIME: September 14, 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
ALSO PRESENT: M. Hite

Approval of Minutes: August 10, 2015, August 13, 2015 and September 2, 2015.

Wagner asked for a motion to accept draft minutes from all three previous meetings. Rasmussen motioned, Gisselman seconded. Motion passed unanimously. Minutes placed on file.

Public Comment on Matters Appearing on the Agenda

None at this time.

Review, Discussion and Possible Action on the Employee Handbook, Chapters 1-4

Hite distributed a memo with Staff Recommendations to the committee members. All committee members agreed that all “Housekeeping” items won’t need further review or discussion. Discussion took place regarding Chapter 1.06 Residency Requirement. The State ruled that it unlawful to require Department Heads live within the city proper, therefore “Residency Requirement” was stricken from the handbook. Hite stated some communities provide incentives to Department Heads for maintaining residency with the jurisdiction. This is something that can be looked at in the future.

Wagner spoke about Ch 1.02 – Anti-Harassment and would like the sentence that currently reads: *“Such conduct may be the basis for disciplinary action, including termination from employment”* to read as: *“Such conduct may be the basis for disciplinary action, up to and possibly including termination from employment.”* Hite will make the suggested change.

Wagner had no other suggestions or changes and opened discussion up to the committee members. All of these changes would be brought before the Council. Hite suggested training be implemented on Anti-Harassment and Workplace Bullying in the future.

Wagner asked for a motion to accept the changes they spoke about. Rasmussen moved to accept changes and Gisselman seconded. Motion passed unanimously.

Initial Discussion and Possible Action regarding Closed Session Protocol

Currently the City of Wausau has no set guidelines for who is allowed in a closed session meeting and what information can and can’t be released. No minutes of the meeting are recorded and this could potentially open the city up for liability issues. A policy should be drafted. Rasmussen suggested a change to the council rules or perhaps to the Code of Ethics. She also suggested an internal policy change and a council policy or new/amended rule change. Hite mentioned Chapter 2.13-Duty of Loyalty that addresses this issue within the employee Handbook for all employees, therefore the internal policy is complete. Oberbeck said closed sessions have to be formalized and Gisselman would like to see the agenda item be more specific. Chairman Wagner asked Hite to seek more information from Attorney Anne Jacobson and bring this back to the committee for further discussion.

HR Director Report

- Employee Benefits 2016: Hite said that we have a new insurance consultant broker and they sent out RFP’s with a September 4th deadline. Many agencies asked for extended deadlines. Right now if we currently do nothing, the city is looking at a 12.99% - 15.99% increase. She is hopeful that we can get these percentages down.
- Collective Bargaining – Amalgamated Transit Union – Local 1168: Hite said they don’t meet until September 24th, therefore she won’t have a report until next month.

Adjourn.

A motion to adjourn was made by Rasmussen and seconded by Oberbeck. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair