

APPROVED

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

DATE/TIME: November 13, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens  
MEMBERS ABSENT:  
Also Present: J. Henderson

**Approval of October 9, 2023 Minutes.**

Motion by Gisselman to approve the October 9, 2023 Human Resources Committee Meeting minutes. Second by Killian. No questions or discussion. All ayes. Motion passes 5-0.

**Human Resources Report for October 2023.**

No questions were brought forward by the Committee.

**Discussion and Possible Action Approving the Request to the Minimum Qualifications for the Police Officer in the City of Wausau Police and Fire Commission Manual.**

Barnes indicated that he was not asking the committee to change the PFC Manual, but rather for a change to the minimum qualifications for Police Officer hires by Council that will allow the PFC to change the requirements in the manual. Barnes explained that Wisconsin requires a Police Officer to obtain 60 college credits and complete academy within five years of hire, but that the City of Wausau had a higher standard and required 60 college credits be obtained before hire. The department changed their requirement to 40 college credits, as 20 credits would be obtained by completing the academy after hire. Barnes said that this had worked well, but that the department needs to be more flexible, and provided an example of a current candidate. Barnes said that the department is asking to change their requirements to match the requirements of the State.

Killian asked if Barnes would be willing to include language that prior law enforcement experience could substitute college credits. Barnes said that he would consider someone with experience if they don't meet the educational requirements, but most likely would not consider someone who doesn't meet the educational requirements without law enforcement experience. Barnes would be willing to consider candidates who have at least five years of law enforcement experience but do not meet the college credit requirements.

Gisselman asked if the candidate in question would be given five years to meet the education requirements. Barnes said that he would prefer to give a reasonable amount of time that is less than five years so that an employee never has to be reviewed by the LESB for a determination of whether to be decertified for not meeting the requirements.

Killian asked Henderson for his thoughts on this change. Henderson said that he is in favor of the change.

Martens said that he would be in favor of lowering the education requirement but not eliminating it. Barnes said that he does not anticipate the department hiring candidates who do not meet the education requirement or experience requirement.

Motion by Killian to approve the changes to the minimum qualifications for Police Officer if it incorporates the Chief's element of five years of law enforcement experience to balance out the lack of the college requirements, assuming that meets legal standards and parameters. Second by Herbst. All ayes. Motion passed 5-0.

McElhaney announced that for the next three items, she planned to make a motion to table them.

**Discussion and Possible Action Approving Creation of Administrative Assistant II Position to be Shared Between the Police Department and Fire Department (1 FTE).**

McElhaney said that this and the next position request went through the supplemental budget process and did not go through HR to the Director for review of the job descriptions, need, classification, etc. McElhaney said that Henderson received the information just before the deadline for the agenda and would like for him to have more time to review the items and discuss them with the managers. As the items have already passed through Finance and are not scheduled to be filled until April, this will not delay the process.

Motion by McElhaney to table this item until Henderson brings it back to committee for approval. Second by Killian. Killian agreed with McElhaney that Henderson needs to be provided with all necessary information and be able to have time to review items before they are brought to committee.

Alder Larsen asked if the positions are tabled, will they still be in the budget? Larsen said that he would like to see the positions removed from the budget and go through the proper process first, and if approved, a budget modification be requested. Martens said that he is also on the Finance Committee and that the positions are not funded until April 1<sup>st</sup>, and if the positions are removed from the budget, it would delay the ability to recruit for the positions in time for someone to start in April. Larsen said that processes are in place that should be followed, and if it means a delay in hiring, so be it.

Killian asked Henderson if any assessment was done yet of need for these positions. Henderson said that he had discussions with both directors regarding the need for the positions and is comfortable with adding them to the organization, but some information was provided late that was needed for his review.

All ayes. Motion to table passed 5-0.

**Discussion and Possible Action Approving the Addition of Administrative Assistant II Position to the Community Development Department (0.55 FTE).**

McElhaney said that she would also ask to table this item, and would like Henderson to review the education and experience level requested in the minimum qualifications. Henderson said this is an

example of where slowing down and being able to review everything prior to it be presented to the committee will help in his ability to make any needed suggestions. Second by Gisselman. All ayes. Motion to table passed 5-0.

**Discussion and Possible Action Amending Employee Handbook Section 5/17 to Include Standby Pay for Municipal Fleet Technician.**

Henderson said that he did not have any background on this item and learned it was a supplemental budget request that was approved. Superintendent Kraege said that they would like to add a technician to standby so that when calls come in regarding a piece of equipment that needs to be moved/serviced, they are able to assist, rather than the call being taken by the on-call streets person who is not able to assist.

Gisselman asked if this is in the budget and when it is supposed to begin. Kraege said that the request is in the budget to start in January.

Further discussion to took place about the process problem with items human resources items being funded before they are reviewed. It was determined that this item would be brought back after review to be included on the December agenda.

Motion by McElhaney to table until December. Second by Killian. All ayes. Motion to table passed 5-0.

**Adjournment.**

Motion by Killian to adjourn. Second by Martens. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=X0Zo1aDtdh4>