

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

DATE/TIME: July 14, 2025, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhane (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney  
MEMBERS ABSENT:  
Also Present: Mayor Diny, Lisa Nowak,

**Approval of June 9, 2025 Minutes.**

Kilian pointed out a typo in the motion language to be corrected.

Motion by Kilian to approve the June 9, 2025 minutes. Second by Martens. All ayes. Motion passed 5-0.

**Human Resources Report for June 2025.**

No questions were brought forward.

**Discussion and Possible Action to Approve the Department Update of Community Development Authority to Employee Handbook Policy 4.03.**

Nowak said the Director asked for this to be changed in the handbook from Community Development Maintenance Division to Community Development Authority to be representative of the entire department with respect to summer and alternate hours.

Motion by Tierney to approve the update of Community Development Authority to Employee Handbook policy 4.03. Second by Martens. All ayes. Motion passed 5-0.

**Discussion and Possible Action to Approve Addition of HR Director Carve-Out Language to Employee Handbook Policy 3.04.**

Nowak said that this item was requested by others and herself as protection and an HR best practice for compensation. The language added requires review by a second party for any compensatory or promotional decision for any employee with a familial relationship. Nowak said that this is best practice for any organization and has placed the language in the handbook section on nepotism.

Martens asked if this is a situation that could also happen with other department directors or if it is specifically Human Resources? Nowak said that this is a unique situation and where you have two directors who do not have a reporting relationship, but Human Resources sets compensation, and to protect the City this language has been added.

Kilian thanked Nowak for bringing this forward in a professional manner.

APPROVED

Motion by Kilian to approve addition of HR Director carve-out language to Employee Handbook policy 3.04. Second by Martens. All ayes. Motion passed 5-0.

**Adjournment.**

Motion by Kilian to adjourn. Second by Tierney. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=CmV4h-EfxXU>