

APPROVED

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

DATE/TIME: September 24, 2024, at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present:

The special meeting of the Human Resources Committee was called to order by McElhaney.

Discussion and Possible Action to Approve the Security Door Policy.

Henderson said that council approved limiting access to city hall about a year ago and the policy created is to address how accessibility to city hall will be handled.

Kilian asked about alder access to city hall as it is not mentioned in the policy. Henderson said it was decided to give alders 4-10 p.m. access during the week. Kilian asked if alders need to make an appointment to meet with staff during business hours; Henderson said yes.

Gisselman asked what happens if a meeting is held in the Board Room – how does the public gain access to the meeting? Henderson said that is what the ALICE kiosk is for. Gisselman asked how this will affect access to meeting for the public. Chief Barnes said that every effort will be made not to utilize the Board Room (*or any other rooms on the 2nd and 3rd floors*) because of such concerns as not meeting the open meeting requirements, and that meetings should be scheduled in rooms that are easily accessible to the public. Tierney asked how the public will be able to attend meetings such as the council meeting later in the evening since no one will be available to walk people into the meeting. Barnes explained that the Council Chambers is not a secure meeting location, and no one will need a key card badge to gain access to the meeting. Henderson said that only access to the 2nd and 3rd floors will be limited. Gisselman was concerned about access to meetings taking place before 4:00 p.m. Henderson said that he was not involved in writing the policy and believes that Gisselman has valid concerns that should be taken to the mayor.

Martens said he felt that the policy could be approved and that access levels were flexible. Barnes said that when the department directors reviewed the policy, they understood that it was the first draft and will need to be flexible to changes. Martens again said he felt that the committee could vote on this since the policy does not outline what access level employees and elected officials will be assigned. Barnes said that it is not the intention to bring the policy to council every time access levels are adjusted. Martens mentioned that the draft in the packet had some grammatical errors but that the draft in the Council packet did not, so he is assuming that the errors have been corrected; Henderson said that is a good assumption. Gisselman said

that everything should be ironed out before the policy comes to Council and should not be changed on the fly, and that he has concerns. McElhaney asked for more information from Gisselman about his concerns. Gisselman said he would like alderpersons specifically identified along with their access times, does not feel that 4-10 p.m. is appropriate, and that the policy should have been more thought out. Henderson said that he looks at this like a new job description; when a new job description is created, it is reviewed and approved by the committee and any minor adjustments to the job description after approval he can make without the committee's approval. Gisselman said this isn't the same. McElhaney asked if this is an HR policy; Henderson said yes, and that after this meeting it is scheduled to go to Council tonight.

Kilian requested to make a motion to modify the policy to specify when the alderperson have access and to extend the hours of access for alderpersons. Henderson said that the policy is supposed to go into effect October 1st and asked if City Clerk Kaitlyn Bernarde could help with the question at hand. Bernarde said that the alders will have access to the employee entrances, front doors and lobby door during the hours that meetings typically occur at City Hall. Tierney asked about meetings that would take place during the day; Bernarde said that they are working to move as many meetings as possible to the first floor to remove any hurdles for people to attend. Kilian asked that access for alderperson be specified in the policy before it is finalized. Tierney said she felt that if an alder needed to attend a meeting during the day, they shouldn't have to make an appointment or use ALICE, and that an alder should have access to come in during business hours because it is part of their job, and that the hours should be increased to include daytime hours for when City Hall is open. Martens agreed and said that alder access should be spelled out in the policy and should include business hours as well.

McElhaney asked if the committee wanted to pass the policy as is to allow it to go into effect October 1st and bring back the section for alders and their access? Kilian asked McElhaney how it would be ensured that the policy is brought back with their requested changes? McElhaney asked Bernarde for direction; Bernarde said they could direct staff to bring it back to the regular October meeting, and through discussion determined that they could create a separate policy for alders. Mayor Diny said they could do a separate policy for the alders at a later date.

Gisselman said he was upset about this important item being brought to committee and council on the same date. Finance Director Maryanne Groat suggested allowing the doors to be locked on October 1st as a pilot program and bringing the updated policy and alder policy to the October HR Committee. Tierney said she was also not happy about the policy being rushed through at the last minute.

McElhaney asked Mayor Diny to speak to why the policy was not brought forward sooner. Diny said he did not know why a policy wasn't worked on sooner when Council passed the installation of the security door at City Hall a year ago, and when he was aware of this, he worked with the HR department and the City Clerk to draft a policy. Diny said he does not have an issue with waiting to secure the building and it is ready to go whenever is decided. Kilian asked if this could be postponed since the mayor indicated that he is okay with waiting. Diny

said there is no issue by him or staff with bringing this back in 2 weeks. Tierney asked what would happen if a department head is not available to escort a visitor to a meeting or department. Groat said that the customer service staff will be available to help and contact someone to escort the person. Kilian asked if someone will always be available in departments to answer the phone for visitors? Diny said that there may be times when no one is available, and that is why staff is encouraging everyone to make an appointment so that someone is available to meet with them. Diny went on to say although he did not vote for the security measure, Council did and there will be adjustments that will need to be made; he said that the Inspections Department has been contemplating how they will handle service to the public since Council voted on the security door, and they have been communicating with everyone that an appointment will be needed in order to meet with staff.

McElhaney asked if the committee would like Henderson to work with the mayor and bring this back to the next meeting; the committee agreed that this is what they would like.

No action was taken on this item.

Discussion and Possible Action to Approve Revision to Leave Donation Policy.

Henderson explained that the revision is to allow employees with less than one year of service in good standing to be eligible to request donated leave if needed.

Motion by Martens to approve the revision to the Leave Donation Policy. Second by Killian. All ayes. Motion passed 5-0.

Closed Session pursuant to 19/85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.

Motion by Martens to go into closed session pursuant to 19/85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee. Second by Kilian. McElhaney took rollcall of members present. The committee entered closed session.

Reconvene into Open Session.

McElhaney indicated that the committee was back in open session.

Discussion and Possible Action on Closed Session Item #3 Approving Leave of Absence Request.

Motion by Martens to approve the leave of absence request exceeding 30 days for the employee. Second by Kilian. All ayes. Motion passed 5-0.

Adjournment.

Motion to adjourn by Gisselman. Second by Tierney. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: https://www.youtube.com/watch?v=PbGUaNVK_L0 and
<https://www.youtube.com/watch?v=5JZR3ullvxl>