

PERSONNEL COMMITTEE MINUTES

Monday, June 13, 2011

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on June 13, 2011 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons McMeans, and Thennes. Others present were Mayor Nickels, Denise Larson, Val Mellon, Kevin Glaeser, Charlie Matthews, JJ Ploederl, Dave Schultz, Lee Gauthier, Tony Dick, Randy Junk, Beth Kirchman, Mike Sgarioto, Greg Wuensch, and DebGeiger, HR & Safety Coordinator. Alders Hennessey and Schema were absent.

1. The meeting was called to order at 5:00 p.m.

It was determined agenda items 14 & 15 would not be addressed at this meeting.

2. Public Input. JJ Ploederl presented on behalf of the Parks Shop employees, a request to recall DPW workers prior to filling the vacant Parks Worker II position.
3. Discussion and possible approval of minutes of previous Personnel Committee meetings. Alder Thennes made a motion to approve the minutes as drafted for the meetings of April 13, May 9 and May 23, 2011. Alder McMeans seconded the motion. All members present voted in favor of the motion. That vote being 3-0.
4. Update on expenses to date regarding legal counsel for union negotiations and layoffs. Alder Able presented the May 2011 invoice along with a year-to-date accounting of expenses.
5. Update on cost and savings related to DPW layoffs. Alder Able distributed an update of cost vs. savings for the lay offs in the Department of Public Works.

Alder Schema arrived at 5:11 p.m.

6. Discussion and possible action regarding the revision of two position descriptions in the Police Department which are covered by the AFSCME labor agreement. Chief Dick presented the request detailing the changes that were recommended. The changes were to rename the former Parking Meter Attendant position to Community Service Worker I and to rename the Community Service Worker position to Community Service Worker II. The changes to the position descriptions and titles more accurately reflect the duties of the positions. If approved, the AFSCME staff representative would be notified of the changes. Alder McMeans made a motion which was seconded by Alder Schema to approve the recommended position descriptions. All members present voted in favor of the motion. That vote being 4-0.

7. Discussion and possible recommendation regarding the filling of the two positions at the Police Department which are covered by the AFSCME labor agreement. Chief Dick presented the request to fill the two positions approved in agenda item #6. A motion was made by Alder McMeans to recommend the Common Council approval of the filling of the Community Service Worker I and Community Service Worker II positions. The motion was seconded by Alder Thennes. All members present voted in favor of the motion. That vote being 4-0.
8. Discussion and possible action regarding revising the Parks Worker positions descriptions. Kevin Glaeser and Val Mellon presented the request to add arborist duties to the position description. A revised position description would be brought to a future Personnel Committee meeting for consideration. No action was taken.
9. Discussion and possible recommendation regarding filling of a vacant Parks-Forestry Worker II position. This item was not taken up and will be placed on a future agenda.
10. Discussion and possible recommendation regarding correspondence from the Director of Public Works/City Engineer/Director of Parks & Recreation concerning the rate of pay for seasonal employees working at the 4th of July City Picnic. Val Mellon presented the request for a fixed wage rate for all seasonal employees working at the City 4th of July picnic. The recommended rate was \$9.00 per hour. A motion was made by Alder Thennes to recommend to the Common Council approval of a rate of \$9.00 per hour for all seasonal employees working at the City 4th of July picnic. The motion was seconded by Alder McMeans. All members present voted in favor of the motion. That vote being 4-0.
11. Discussion and possible recommendation regarding Resolution #319 concerning changes to the position titles as a result of the reorganization of the Parks & Recreation Department. Val Mellon presented a request to make the position title and description changes. Revised position descriptions would be brought to a future Personnel Committee meeting. No action was taken.
12. Hearing of Teamster DPW paving and York Street grievances dated May 1, 2011 and May 17, 2011 respectively. Alder Able provided the Teamsters the opportunity of hearing the grievances in open or closed session. The Teamsters business agent Beth Kirchman indicated closed session would be preferred.

Convene in Closed Session

A motion was made by Alder McMeans and was seconded by Alder Schema to convene in closed session. Schema, McMeans, Thennes and Able voted in favor by roll call vote to convene in closed session. None were opposed. The Committee convened in closed session at 5:33 p.m.

13. Discussion regarding Teamster DPW paving York Street grievances dated May 1, 2011 and May 17, 2011 respectively. Both the union and management presented information relative to the grievances.

Alder Olson arrived at 5:59 p.m.

Reconvene in Open Session

A motion was made by Alder Schema to reconvene in open session. The motion was seconded by Alder Thennes. All members voted by roll call vote to reconvene in open session. The Committee reconvened in open session at 6:30 p.m.

14. Discussion and possible action on Teamsters DPW paving and York Street grievances dated May 1, 2011 and May 17, 2011 respectively. A motion was made by Alder McMeans and was seconded by Alder Schema to deny the grievance dated May 1, 2011 related to paving. All members present voted in favor of the motion. That vote being 4-0. Alder Thennes made a motion to deny the grievance dated May 17, 2011 related to York Street. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 4-0.
15. Schedule the next Personnel Committee meeting. It was agreed by consensus the next regular meeting would be held on July 11, 2011 at 5:15 p.m.
13. Adjourn. A motion was made by Alder McMeans and was seconded by Alder Schema to adjourn the meeting. All members present voted in favor of the motion. That vote being 4-0. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Debra Geiger
Human Resources & Safety Coordinator