

## PERSONNEL COMMITTEE MINUTES

**Monday, September 12, 2011**

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on September 12, 2011 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons McMeans, and Schema. Alder Hennessey was absent. Others present were Val Mellon, Dave Less, Tony Dick, Bill Manis and Deb Geiger, HR & Safety Coordinator.

1. The meeting was called to order at 5:18 p.m.
2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meetings. Alder Schema made a motion to approve the minutes as drafted for the meetings of August 8, August 22 and September 1, 2011. Alder McMeans seconded the motion. All members present voted in favor of the motion. That vote being 3-0.
4. Update on expenses regarding legal counsel for union negotiations. Deb Geiger presented the August 2011 invoice along with a year-to-date accounting of expenses.
5. Discussion and possible action regarding updated descriptions for the positions of Battalion Chief, Captain, Lieutenant, Motor Pump Operator and Firefighter/Paramedic at the Fire Department. Alder McMeans made a motion which was seconded by Alder Schema to table the item. All members present voted in favor of the motion. That vote being 3-0.
6. Discussion and possible action regarding request by the Fire Chief to allow three employees to attend the out-of-state Fire Academy. Chief Manis presented the first request to send a firefighter to a Fire Arson Investigator training at the National Fire Academy for a period of two weeks. The employee donates ½ of her time and the additional cost to the City is for the meal ticket of \$234.48. There is no anticipated overtime as a result of her absence. A motion was made by Alder McMeans and was seconded by Alder Schema to approve the request for out-of-state travel at a cost not to exceed \$240.00. All members present voted in favor of the motion. That vote being 3-0.

Mayor Nickels arrived at the meeting at 5:23 p.m.

Chief Manis presented the second and third requests for out-of-state travel for two employees to attend the Fire Instructor II training at the National Fire Academy. Classes are scheduled for six days and the only cost to the City will be two meal

tickets at \$106.48 each. The employees attending the training will provide in-house training at the department. Alder McMeans made a motion to approve the two requests for out-of-state travel. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.

7. Discussion and possible recommendation regarding a request by the Police Chief to fill vacant clerical positions at the Police Department. Police Chief Dick presented the request. There is one vacancy in a Clerk Typist I position and a vacancy in a Clerk Typist III within the Police Department. In anticipation of an existing Clerk Typist I posting for the Clerk Typist III position, the Chief requested permission to fill two Clerk Typist I positions in the event of the second vacancy. Alder Able made a motion to fill a Clerk Typist I position and a second Clerk Typist I position in the event a present Clerk Typist I signs for and is awarded the vacant Clerk Typist III position. The motion was seconded by Alder McMeans. All members present voted in favor of the motion. That vote being 3-0.

#### Convene in Closed Session

A motion was made by Alder Schema and was seconded by Alder McMeans to convene in closed session. Schema, McMeans 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.

8. Discussion regarding Police Officer request to carry over vacation beyond the anniversary date in anticipation of upcoming medical leave. Chief Dick presented the request for carry-over of five days of vacation for a patrol officer in anticipation of upcoming medical leave. The employee agreed to take the five days without causing overtime if they are not needed for medical leave purposes as anticipated.

#### Reconvene in Open Session

A motion was made by Alder McMeans to reconvene in open session. The motion was seconded by Alder Schema. All members present voted by roll call vote to reconvene in open session. The Committee reconvened in open session at 5:37 p.m.

9. Discussion and possible approval of request by Police Officer to carry-over vacation beyond the anniversary date in anticipation of upcoming medical leave. A motion was made by Alder McMeans and was seconded by Alder Schema to allow the Police Officer to carry-over five days of vacation beyond the anniversary date. All members present voted in favor of the motion. That vote being 3-0.
10. Discussion and possible recommendation regarding the Grievance Procedures for Employee Termination, Discipline and Workplace Safety. Deb Geiger presented a draft for consideration prior to the meeting. A motion was made by Alder

McMeans to recommend approval of the draft to the Common Council with the addition of a hearing at the Personnel Committee level prior to assignment to an independent hearing officer. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.

11. Discussion and possible recommendation regarding the Family, Medical and Military Leave Policy. Deb Geiger presented a draft for consideration prior to the meeting. Alder McMeans made a motion which Alder Schema seconded to recommend approval of the Family, Medical and Military Leave Policy to the Common Council. All members present voted in favor of the motion. That vote being 3-0.
10. Schedule the next Personnel Committee meeting. It was agreed by consensus the next regular meeting would be held on October 10, 2011 at 5:15 p.m.
13. Adjourn. A motion was made by Alder Schema and was seconded by Alder Able to adjourn the meeting. All members present voted in favor of the motion. That vote being 3-0. The meeting was adjourned at 5:59 p.m.

Respectfully submitted,

Debra Geiger  
Human Resources & Safety Coordinator