

PERSONNEL COMMITTEE MINUTES

Monday, February 13, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on February 13, 2012 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons McMeans, Schema and Hennessey. Others present were Mayor Nickels, Alder Sladky, Val Mellon, Jim Muenzenmeyer, Dave Less, Jennifer Hudon, Bill Manis, Tony Dick, Denise Larson, Richard Schwarz, Juliana Ruenzel, Kathleen McDaniel, Brian Helminger, Mike Jaeger, Beth Kirchman, Robert Brey, Tim Herzog, Jim Revolinsky, Jane Rhode, Confidential Legal Secretary and Deb Geiger, Director of Human Resources/Risk Manager.

1. The meeting was called to order at 5:15 p.m. Due to the length of tonight's agenda Alder Able asked that remarks be kept brief and to the point.
2. Public Input. Fire Chief Bill Manis addressed the Committee relative to the \$450,000 budget shortfall and the impact on employees should the decision be made to increase a small group of employees' health insurance deductibles and co-pays. Manis recommended an alternative by taking the money from the health insurance reserves. A brief discussion ensued relative to the health insurance reserves account.

Alder Braunel arrived at 5:16 p.m.

City Attorney Juliana Ruenzel addressed the Committee and urged consideration be given to options other than the proposed increase to the employees' health insurance deductibles and co-pays, as it would be a great hardship for many employees and stated that the City's Wellness Plan is working.

Juliana Ruenzel left at this time.

Convene in Closed Session

3. A motion was made by Alder Hennessey and seconded by Alder Schema to convene in closed session. All members voted by roll call vote in favor to convene in closed session. That vote being 5-0. The Committee convened in closed session at 5:22 p.m.
4. Discussion regarding two Teamsters Transit grievances concerning health insurance premiums.

*****Redacted – Closed Session*****

Beth Kirchman and Robert Brey left at 5:36 p.m.

5. Discussion regarding Teamsters Transit preliminary final offer and offer for

settlement.

*****Redacted – Closed Session*****

Police Chief Tony Dick arrived at 6:00 p.m.

6. Discussion regarding Police Patrol contract negotiations.

*****Redacted – Closed Session*****

7. Discussion regarding Fire Supervisors contract negotiations.

*****Redacted – Closed Session*****

8. Discussion regarding employee request for accommodation for family medical reasons.

Deb Geiger and Jane Rhode were excused at this time.

*****Redacted – Closed Session*****

Alders McMeans and Sladky left after discussion of Closed Session Item #8 above.

Reconvene in Open Session

9. A motion was made by Alder Schema and seconded by Alder Braunel to reconvene in open session. All members voted by roll call vote in favor to reconvene in open session. The Committee reconvened in open session at 6:35 p.m.

10. Discussion and possible action regarding two Teamsters Transit grievances concerning health insurance premiums. A motion was made by Alder Able and seconded by Alder Braunel to hold these grievances in abeyance pending the outcome of next week's mediation. All members voted in favor of the motion. That vote being 4-0.

11. Discussion and possible action regarding Police Patrol contract negotiations. No action was taken.

12. Discussion and possible action regarding employee request for accommodation for family medical reasons. No action required/taken.

13. Discussion and possible action regarding Director of Public Works/Parks & Recreation's request to create a Crew Leader position and job description. Val Mellon explained to the Committee the need for 3 "working" Crew Leader positions to oversee efficiencies, compliance with training, safety and certifications, assigned jobs and regulations. Chad Scheinoha would oversee the 17 streets workers, one crew leader would be needed for the mechanics and one

for the Parks workers. Crew leaders would remain at their existing wages.

Val Mellon discussed having one employee to be assigned during unstaffed hours (evenings and weekends) to respond to emergency call-in for situations involving the Department of Public Works, Parks and Cemetery. This employee will be paid at a rate of \$1.00 per hour during the unstaffed hours to carry a paging device and respond appropriately to call-ins. When the employee reports for call-in, the employee will be paid according to the standard call-in procedure and will not receive the additional \$1.00 per hour while being paid for the call-in. Management reserves the right to determine individuals to be assigned to Stand-by Duty. It was decided that this policy be incorporated into the proposed Employee Policy Manual.

Alder Able reiterated that the intent must be to stay true to the Council's reorganizational plan and that the new position description would need approval by the Streets and Sanitation Committee. A motion was made by Alder Hennessey and was seconded by Alder Able to recommend to the Streets and Sanitation Committee acceptance of the position description as it is and to authorize assigning up to two additional crew leaders with no additional pay. That vote being 4-0.

14. Discussion and possible action regarding request for reinstatement of the Recreation Supervisor's seniority. Val Mellon explained to the Committee that Denise Larson was laid off from her previous position as the Recreation and Senior Center Manager and then rehired as the Recreation Supervisor within 9 days, and as a result is requesting that her seniority be reinstated as far as PTO accrual to what she was at from the time of her layoff, and according to the Employee Policy Manual once that is in effect. It was brought out that this will not affect the budget at all because she was paid out her sick leave and vacation balances and similar reinstatements have been done in the past for other employees. A motion was made by Alder Hennessey and seconded by Alder Able to approve Denise Larson's reinstatement of her vacation seniority. That vote being 4-0.
15. Discussion and possible action regarding City Clerk's request to fill vacant Clerk II position. Deb Geiger advised the Committee that prior to January 1, 2012 previously vacant positions needed to be approved by a 2/3 vote of the Common Council. Jennifer Hudon is requesting to fill her vacant Clerk Typist II position as soon as possible. A motion was made by Alder Able and seconded by Alder Schema to approve filling the position according to the reorganization plan provided that it has been fully funded in the budget. It was brought out in discussion that in an effort to expedite the hiring process, a brief, special Personnel Committee meeting will be scheduled to address future departmental requests to fill fully funded, vacant positions currently in the reorganizational plan. All members voted in favor of the motion. That vote being 4-0.
16. Discussion and possible action regarding Plumbing Inspector vacancy. Dave Less informed the Committee that the current Plumbing Inspector will be retiring on

March 7, 2012 and that he would like the Committee's approval to proceed with filling the position. After discussion it was moved by Alder Hennessey and seconded by Alder Able recommending that outside contract services should be explored prior to beginning the hiring process for the Plumbing Inspector position. That vote being 4-0. Alder Hennessey advised that Alder Sladky has knowledge of retired individuals who are qualified and may be interested in filling the needs created by the Plumbing Inspector vacancy, and suggested Dave Less contact him for further information regarding these individuals when exploring contract services. It was also brought out that the individuals cannot be actively in the trade to avoid any potential conflicts of interest.

17. Discussion and possible recommendation regarding Fire Chief and Deputy Fire Chiefs' health and WRS contributions consistent with Local 368. After brief discussion it was moved by Alder Able and seconded by Alder Schema that these positions be consistent with Local 368 relative to the health and WRS contributions, and that this requirement be incorporated into the new Employee Policy Manual. That vote being 4-0.

Bill Manis requested a clarification to the term "secondary employment" found in the proposed Employee Policy Manual. It was determined that a City employee's City position is to be their primary position and that they do not act as an agent for the City position they hold when at their secondary job. Employees must remain available for meetings, plowing, etc. in accordance with the demands of his/her position.

18. Discussion and possible recommendation regarding modification of Chapter 20 of the Municipal Code. Deb Geiger pointed out the proposed changes to Chapter 20 as set forth in the ordinance which accurately reflect current practices, and that the ordinance has been referred to the Personnel Committee at a previous Common Council meeting and would be ready for Council action.
19. Discussion and possible action regarding a request for a limited term, unpaid, paralegal internship position in the City Attorney's office. Kathleen McDaniel explained that LTC's paralegal program requires students to fulfill 140 hours of legal internship and that this would be an unpaid limited term position. It was moved by Alder Hennessey and seconded by Alder Able to approve filling the unpaid intern position. That vote being 4-0.
20. Status update regarding Finance Director/Treasurer application process. Deb Geiger advised that she will be distributing information packets in the near future. Alder McMeans will take this matter up with the Finance Committee.
21. Discussion and possible action regarding health plan changes in accordance with the 2012 budget. Mayor Nickels announced that the proposed health plan changes are in rough draft and that the City is working with Mike Stollfus on different health and dental plan designs for consideration. The City's current Wellness Plan and its reserve fund was discussed along with possible "skip months" of employees' premiums, taking a certain dollar amount out of the

insurance reserve fund, without draining the reserves, in combination with an increase in the plan's deductibles and co-pays. Committee members were reminded that a portion of the money in this health insurance reserve fund is actually employee money. A future Personnel Committee will be scheduled in the near future to address this.

22. Schedule the next Personnel Committee meeting. It was agreed by consensus to schedule a special Personnel Committee meeting to discuss health insurance only on Monday, February 27, 2012 at 6:00 p.m. The next regular meeting would be held on March 12, 2012 at 5:15 p.m.

23. Adjourn. It was moved by Alder Braunel and seconded by Alder Hennessey to adjourn the meeting. The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary