

PERSONNEL COMMITTEE MINUTES
(Redacted)

Monday, June 11, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on June 11, 2012 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons McMeans and Sitkiewitz. Others present were Mayor Justin Nickels, Val Mellon, Kevin Glaeser, Karen Dorow, Ed Vander Bloomen, Jeremy Kronforst, Jeremy Weber, Tony Dick, Brian Helmingier, Todd Blaser, 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. by Chair Chris Able.
2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meeting. (April 9, 2012). Moved by Alder Sitkiewitz and seconded by Alder McMeans to approve the minutes. That vote being 3-0.

Alder Able advised that Committee will take up the closed session matter first.

CONVENE IN CLOSED SESSION

A motion was made by Alder Sitkiewitz and seconded by Alder McMeans to convene in closed session. All members present voted by roll call vote in favor to convene in closed session. That vote being 3-0. The Committee convened in closed session at 5:17 p.m.

4. Discussion and possible action regarding Police grievances number 11-543 and 11-544.

*****Redacted ~ Closed Session*****

RECONVENE IN OPEN SESSION

A motion was made by Alder McMeans and seconded by Alder Sitkiewitz to reconvene in open session. All members voted by roll call vote in favor to reconvene in open session. That vote being 4-0. The Committee reconvened in open session at 5:44 p.m.

5. Discussion and possible action regarding Police grievances number 11-543 and 11-544. The City will proceed with the process established. No action was taken.

Ed Vander Bloomen left at 5:47 p.m.

6. Update on legal expenses billed through Human Resources. No report available.
7. Update on health plan funding. No report available.
8. Discussion regarding insurance fund balance, re-appropriation of funds and premium holiday. Deb Geiger explained, Committee discussed fund balances and it was the consensus to begin discussions later on in the year should this be necessary, and that any further recommendation regarding premium holidays come from the Personnel Committee and be referred to the Finance Committee.
9. Mayor's request: Discussion and possible recommendation regarding creation of Customer Service Clerk position, related job description and compensation. Deb Geiger explained the details of this position. After a lengthy discussion, it was moved by Alder Sitkiewitz and seconded by Alder McMeans to recommend that this position be referred to the Ad Hoc Committee. That vote being 4-0.

Bill Manis arrived at 5:57 p.m.

10. Discussion and possible action regarding 20 minute paid lunch v. 30 minute unpaid lunch for employees relative to the Employee Policy Manual. Deb Geiger advised that this matter involves mainly the Streets, Parks, Cemetery, Custodians and Wastewater departments and explained the history of this change. Alder Sitkiewitz reported that this issue came up repeatedly at every one of the People meetings he attended. Brian Helminger and Kevin Glaeser both explained their concerns and inefficiencies with the operations of their departments with the 30 minute unpaid lunch. A motion was made by Alder Able and seconded by Alder McMeans that employees who do not have a permanent work station may be granted a 20 minute paid lunch period in lieu of a 30 minute unpaid lunch period, at management's discretion when it is of benefit to the City. That vote being 4-0. (The Employee Policy Manual will need to be amended with Council approval.)

Mayor Nickels left at 6:23 p.m.

11. Discussion and possible action regarding holiday pay relative to the Employee Policy Manual. Committee discussed at length different scenarios of holiday payment for employees in the Wastewater Treatment Facility, Zoo, Bridgetenders, Parks, Cemetery and DPW. It was the consensus of the Committee that non-exempt employees scheduled to work on holidays be paid straight time and said employees will also receive payment for the observed holiday at straight time in lieu of time off for the specified holiday. Employees reporting to work on a "call-in" basis on an observed holiday will receive time and one-half for all hours worked for a minimum of two hours and will also receive payment for the holiday at straight time. (Deb Geiger to draft a resolution for Common Council approval to amend the Employee Policy Manual.)
12. Discussion and possible action regarding overtime pay for employees on subcommittees. Alder Able explained that employees appointed to subcommittees in an effort to focus on areas to improve the City are scheduled to

attend meetings after hours and that they should be paid overtime as they are doing a service to the City. Committee discussed. It was the consensus of the Committee that management will determine if flex time or overtime compensation will be allowed, if it is not possible to schedule meetings otherwise.

13. Discussion and possible action on amendment to the Electronic Communication and Information Systems Policy relative to the use of USB flash drives. Deb Geiger advised that Gary Heim was unable to attend tonight but discussed his email regarding IT's desire to monitor USB flash drive usage in an effort to deter the threat of viruses. Discussion followed relative to a possible better way to monitor the use of personal data recording on City property and equipment, and the numerous departments that use USB flash drives on a daily basis. No action was taken.
14. Discussion and possible action regarding request from Director of Public Works/City Engineer/Parks to provide benefits to a 20 hour per week Clerk. Val Mellon explained the history of the previously approved 20 hour per week temporary Clerk position, with no benefits, in her department, and the need for this to be reevaluated due to the experienced person performing this work. Discussion followed. It was moved by Alder McMeans and seconded by Alder Sitkiewitz to recommend to the Ad Hoc Committee the evaluation of this part-time position to be made a permanent position. That vote being 3-1, with Alder Able casting the nay vote.
15. Discussion and possible action regarding PTO balances relative to the Employee Policy Manual concerning the Fire Administrative staff change to 24 hour shifts. Deb Geiger explained that the Fire Chief and Deputy Chiefs are now on two-twenty four hour shifts and a lengthy discussion followed about public accountability, the accrual of benefits, basing their hours worked on a 48 or 56 hour week and whether time off should be based on 8 hours or 24 hours. Bill Manis addressed the Committee. After a lengthy discussion involving the conversion of benefits and the use of PTO time for this change, it was the consensus of the Committee that their work week will be based on 48 hour work week. Any hours less than 48 hours will require the use of PTO time.

After further Committee discussion, Alder Able requested that the subject of managers' use of PTO related to working over 40 hours per week be placed on the next Personnel Committee meeting agenda, and that the Mayor be present.

Bill Manis left at 7:34 p.m.

16. Mayor's request: Discussion and possible recommendation regarding the rate of pay for the DPW Electrician/Electrical Inspector position. Deb Geiger explained that in the reorg all pay rates remained the same, except for one individual whose rate was decreased. The DPW Electrician/Electrical Inspector position involves two different pay rates from the two different positions, as budgeted for, but the employee is only being paid at the lower wage. After discussion of how this reorg has affected every City employee, this matter will be discussed at the next

meeting.

17. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, July 9, 2012 at 5:15 p.m.
18. Adjourn. A motion was made by Alder Sitkiewitz and seconded by Alder McMeans to adjourn. All members present voted in favor of adjournment. The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary