

**PUBLIC NOTICE OF A MEETING OF THE
PERSONNEL COMMITTEE OF THE CITY OF MANITOWOC**

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **PERSONNEL COMMITTEE** of the City of Manitowoc will be held on **Monday, September 10, 2012 at 5:15 o'clock P.M.** at City Hall, Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin.

As of the date of this notice, the subject matter known to be intended for consideration at the meeting is as follows:

1. Call meeting to order.
2. Public input.
3. Discussion and possible approval of minutes of previous Personnel Committee meetings. (August 13, 15, 17, 20 and 21, 2012)
4. Update on legal expenses billed through Human Resources. ?
5. Update on health plan funding. ?
6. Discussion and possible action regarding the September 30, 2012 deadline for PTO bank balances.
7. Discussion and possible action regarding updates to the Employee Policy Manual to include Fire Battalion Chiefs who work 24 hour shifts (Addendum "E") and the conversion of referenced PTO days to hours.
8. Discussion and possible recommendation regarding filling of the Human Resources/Risk Manager position.
9. Discussion and possible recommendation regarding the seasonal hiring of a laid off DPW laborer.
10. Discussion and possible action regarding request of the Director of Public Works/City Engineer/Parks and Recreation to fill a DPW Mechanic position due to a retirement in November.
11. Discussion and possible action by the Personnel Committee of recommended staffing levels for City departments.
12. Discussion and possible action of request from Police Chief to hire up to 3 sworn police officers up to the 2012 budget amount, as approved by the Public Property and Safety oversight committee.

CONVENE IN CLOSED SESSION

13. Discussion and possible recommendation on the return to work of an employee on FMLA.

Notice is hereby given that the above governmental body will adjourn into a closed session

during the meeting as authorized by Section 19.85(1)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The specific subject matter to be considered in closed session is number 13 noted above.

RECONVENE IN OPEN SESSION

14. Discussion and possible action regarding Mayor's availability and actions during the weeks of August 12th - 25th, 2012.
15. Schedule next meeting.
16. Adjourn.

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 686-6950, or TDD 686-6552.

Dated this _____ day of September, 2012.

Personnel Committee Chairperson

POSTED:

Bulletin Board – _____ 2012 – Clerk's Office

MAILED:

Comcast

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Cable Programmer – Clerk's Office

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