

PERSONNEL COMMITTEE MINUTES

Monday, August 13, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on August 13, 2012 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons Hennessey, McMeans and Sitkiewitz. Others present were Dave Less, Bill Manis, Bridget Brennan, Rick Schwarz, Val Mellon, Todd Blaser, Kevin Glaeser, Tim Herzog, Karl Koch, Jane Rhode, Confidential Legal Secretary and Deb Geiger, Director of Human Resources/Risk Manager.

1. The meeting was called to order at 5:16 p.m. by Chair Chris Able.
2. Public Input. None.

Alder Schema arrived at 5:17 p.m.

CONVENE IN CLOSED SESSION

3. Input from Battalion Chief on negotiating process and possible discussion by Committee.

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 5:18 p.m.

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

RECONVENE IN OPEN SESSION

A motion was made by Alder Sitkiewitz and seconded by Alder Hennessey 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 6:21 p.m.

4. Discussion and possible approval of minutes of previous Personnel Committee meeting. (July 9, 2012). Moved by Alder Hennessey and seconded by Alder Sitkiewitz to approve the minutes. That vote being 5-0.
5. Update on legal expenses billed through Human Resources. Deb Geiger advised this was sent in advance to the Committee. No discussion.
6. Update on health plan funding. Deb Geiger advised this was sent in advance to the Committee, and that she will be meeting this week with Finance Director/Treasurer Steve Corbeille to discuss the future of the health plan design. Steve has self-funding experience and will meet with the City's broker to handle next year's renewal rate setting of the health plan design during the absence of an

HR Director.

7. Discussion and possible action regarding the September 30, 2012 deadline for PTO bank balances. Deb Geiger reported the impact of this first conversion year and that currently there are 20 employees over the 115% balance amount. She will get updates from Payroll of the latest balances and will forward same to the Committee. Committee discussed and mentioned only valid reasons for requests for extensions should be considered at the next Personnel Committee meeting.
8. Discussion and possible recommendation by the Personnel Committee of minimum staffing levels for City departments. Alder Able announced that it is the Committee's intent to have staffing needs come before the Personnel Committee at the next regular meeting on September 10th to enable the Committee's review ahead of the budget process rather than behind. Managers were encouraged to make wise decisions with any requests and be able to validate same. Dave Less stated his need for an additional building inspector. Kevin Glaeser advised that he is short on seasonal employees this year and will have a need for more next year, and mentioned that the Adopt-a-Park Program could be helpful next year.
9. Discussion and possible recommendation regarding filling of the Human Resources/Risk Manager position. Committee discussed the need to fill this position vital to the City, as well as other organizational changes, including the need to have a Chief Negotiator for the City in the absence of the HR Director position. Committee discussed future meeting dates for further discussion of filling positions, and concurred to wait to see how the process progresses with filling the City Attorney position. Moved by Alder Hennessey and seconded by Alder McMeans to assign Alder Able as the Chief Negotiator for the City in the interim. All members voted in favor of the motion. That vote being 5-0. Alder Able stated he will be present at Transit's Initial Proposal Exchange on Wednesday at 2:00 p.m.
10. Discussion and possible action regarding revised job descriptions/exemption status for the Deputy City Planner, Associate Planner and Building Inspector. Dave Less explained the revised descriptions reflect the Reorg chart of what the positions are today, and the need for all three of the positions to be exempt status. Deb Geiger asked for clarification of the Org chart with the positions being on the same level. It was brought out in discussion with Rick Schwarz that he is in fact managing the time of and supervising the Plumbing and Electrical Inspectors and is not just inspecting. Alder Hennessey reviewed qualifications and was in agreement with the changes and reclassifications. Dave Less advised he will be requesting an additional Building Inspector in his 2013 budget. Brief discussion followed regarding exempt v. non-exempt positions to be addressed on a global basis. Moved by Alder Hennessey and seconded by Alder Schema to accept the revised job descriptions and to amend the organizational chart to show the hierarchy role for the Inspection Department. All members voted in favor of the motion. That vote being 5-0.
11. Discussion and possible action regarding pay rate for Electrical Inspector. Deb Geiger explained and presented a Building Inspection chart on the board showing

the flow of who reports to who and the wage imbalances; particularly that of the Building Inspector who supervises the inspectors. Committee discussed compression issues, wage differentials, performance evaluations and the need to adjust the system. Committee was in support of leaving the Electrical Inspector's wage as previously set by the Committee as \$31.12 per hour plus his longevity of .36¢.

12. Discussion and possible action regarding request from Police Chief to send a new Police Liaison Officer to an out-of-state, two week DARE training session in September, 2012. Bridget Brennan advised the Committee that this training is not offered in Wisconsin, the closest is in Iowa, and will be held September 17-28, 2012. There will be no cost to the City for lodging and materials, only for meals and transportation. The previous Liaison officer was promoted within the department and this training will not involve any additional overtime for the department. Moved by Alder Sitkiewitz and seconded by Alder Schema to approve the out-of-state travel request. That vote being 5-0.
13. Discussion and possible recommendation regarding updates to the Employee Policy Manual to include Fire Battalion Chiefs who work 24 hour shifts. Committee discussed. Alder Hennessey addressed the complexity of PTO and it was the consensus of the Committee to have the Employee Policy Manual converted from days to hours for all employees, since the system accrues in hours rather than days, in hopes of alleviating balance discrepancies. It should be done in scales of 20 hours for half-time status and 40 or 56 hours for full-time status. It was recommended to have this language changed in the Employee Policy Manual and to have a redline and clean copy brought to the next regular Personnel Committee meeting for review.
14. Discussion and possible recommendation regarding revised Fire Department position descriptions for Battalion Chief, Captain, Lieutenant, Motor Pump Operator and Firefighter/Paramedic. Alder Able advised that this item is being held up until the next Committee meeting due to further revisions. Bill Manis pointed out that education requirements are regulated by the Police and Fire Commission.
15. Discussion and possible action regarding request from Fire Chief Bill Manis to allow volunteer assistance (Mentorship) from a college graduate to complete administration studies and duties. Bill Manis explained the 1 year unpaid personal Mentorship and advised that the standard volunteer waiver of liability and business agreement forms for confidentiality reasons would be signed. This individual would be performing administrative duties and not be physically fighting fires or be in ambulances. Moved by Alder Sitkiewitz and seconded by Alder Hennessey to approve the Mentorship as long as the City Attorney signs off and issues a letter of approval. All members voted in favor of the motion. That vote being 5-0.
16. Discussion and possible recommendation regarding incomplete 2006 and 2010 Flexible Spending Accounts (compliance related to HIPAA, USERRA, WFTRA and BAA.) Deb Geiger explained that these documents are to keep the City's FSA

Plan in compliance and that these surfaced after a compliance check on M & I Bank's buyout by a larger bank. Assistant City Attorney Kathleen McDaniel has reviewed and sees no need for changes. Moved by Alder McMeans and seconded by Alder Sitkiewitz to recommend bringing the compliance related amendments to Council for approval. All members voted in favor of the motion. That vote being 5-0.

CONVENE IN CLOSED SESSION

A motion was made by Alder Schema and seconded by Alder Hennessey to convene in closed session. All members present voted by roll call vote in favor to convene in closed session. That vote being 5-0. The Committee convened in closed session at 7:25 p.m.

17. Discussion and possible action regarding seasonal hiring policy violation.

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

RECONVENE IN OPEN SESSION

A motion was made by Alder Hennessey and seconded by Alder McMeans to reconvene in open session. All members voted by roll call vote in favor to reconvene in open session. That vote being 5-0. The Committee reconvened in open session at 8:00 p.m.

Committee discussed meeting dates and times for future meetings regarding the City Attorney position.

18. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, September 10, 2012 at 5:15 p.m.
19. Adjourn. The meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary

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