

## PERSONNEL COMMITTEE MINUTES

Monday, October 8, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on October 8, 2012 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons Hennessey, Schema and Sitkiewitz. Others present were City Attorney Straun Boston, Debbie Kumbalek, Steve Corbeille, Bill Manis, Gregg Kadow, Todd Blaser, Tony Dick, Val Mellon, Tim and Mary Herzog, Ken Cayemberg and Jane Rhode, Confidential Legal Secretary. Alderperson McMeans was absent.

1. The meeting was called to order at 5:18 p.m. by Chair Chris Able.

Alder Able announced that an audio tape of this meeting will be available to the public on the City's website.

2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meeting. (September 10, 2012). Moved by Alder Hennessey and seconded by Alder Schema to approve the minutes. That vote being 4-0.
4. Update on legal expenses billed through Human Resources. Alder Able reported and advised that the Police Department expenses for a grievance will be billed back to the Police Department.
5. Update on health plan funding. Steve Corbeille presented information through August 31, 2012, and reported that he is working with the City's health insurance provider, Auxiant and Mike Stollfus from O'Donahue and Associates for the City's renewal and any recommended design changes. Committee discussed Flex, HRA's, HSA's, incentivizing good behavior, a two month insurance holiday for 2013 and usage of the plan's wellness screenings. Committee requested Steve Corbeille have a presentation and statistical report back to the Committee at its next regular meeting, pertaining to health conditions that can be impacted by behavior and what the City's wellness health plan offers that participants could be getting and are not taking advantage of that could significantly help with early detection. Bill Manis recommended that the Fire Department be excluded from this report due to the fact that by contract they all participate.
6. Discussion and possible recommendation regarding Addendum E to Employee Policy Manual, pertaining to Battalion Chiefs. Alder Able advised that the Payroll Department needs further clarity on holiday pay for the Battalion Chiefs, particularly for employees working the ½ day holidays of the ½ Friday before Easter and the ½ day on New Year's Eve. Committee discussed. It was moved by Alder Hennessey and seconded by Alder Sitkiewitz that for Battalion Chiefs a half day of a holiday equals six hours of holiday pay. That vote being 4-0. Discussion followed on what hours worked are to be included in the holiday pay and what multipliers to use. Moved by Alder Sitkiewitz and seconded by Alder Able to

limit the holiday pay on Good Friday and New Year's Eve Day to six hours of holiday pay for individuals working the afternoon on that day. That vote being 4-0. Moved by Alder Hennessey and seconded by Alder Sitkiewitz that all of the other holidays be calculated at the rate of 1.5 during the holiday itself, during the 24 hour period that the holiday falls on. That vote being 4-0.

Bill Manis, Tim and Mary Herzog and Ken Cayemberg left at 5:40 p.m.

7. Discussion and possible action regarding request of Police Chief to fill a vacant Clerk 1 position in the Police Department. Chief Tony Dick distributed a position justification report and explained his request. After a brief discussion it was moved by Alder Schema and seconded by Alder Sitkiewitz to approve the Clerk 1 position. That vote being 4-0.

Bill Manis returned at 5:45 p.m.

8. Discussion and possible recommendation regarding the Human Resources Generalist position description and salary. Alder Hennessey explained the specifics of the revised job description, having removed all managerial and health plan responsibilities. Alder Able stressed the need for this position to be the chief negotiator for labor contract negotiations. Moved by Alder Hennessey and seconded by Alder Sitkiewitz to approve the new job description for the HR Generalist. That vote being 4-0.

Alder Hennessey reported on comps received for wages for this position, and that the Mayor has budgeted \$50,000 for the position. Committee discussed an appropriate starting wage range. It was moved by Alder Hennessey and seconded by Alder Able to recommend a starting pay range for the HR Generalist position to be from \$50,000-\$55,000. That vote being 4-0. A brief discussion followed on the Attorney and HR budgets and the health insurance fund.

9. Discussion and development of resolution setting Mayoral salary, benefits and working conditions for the term beginning in 2013. Alder Able explained the reason for this agenda item, the previous years' benefits for time off and salary increases, and recommended that the Mayor's benefits for time off should reflect those of non-represented employees for the duration of each four year term, and abide by the provisions of the Employee Policy Manual. Alder Able further recommended that Mayor's annual salary increases should be modest and be limited to \$1,000 per year for the four year term, with a suggested annual salary of \$74,000 for 2013, \$75,000 for 2014, \$76,000 for 2015 and \$77,000 for 2016. Committee discussed salary and PTO accrual. It was moved by Alder Hennessey and seconded by Alder Able to recommend that benefits and other working conditions of the Mayor be governed by the Employee Policy Manual, benefits equivalent to an exempt employee with four years of service, and that the Mayor's annual salary for year one, beginning in 2013, be at \$74,000 and increase \$1,000 annually for the duration of the term. That vote being 3-1, with Alder Sitkiewitz voting no.
10. Initial discussion to develop/recommend evaluation processes for all employees.

Alder Able explained this is the initial discussion to address the Employee Policy Manual's provision to have every employee be evaluated every year. Alders Hennessey and Sitkiewitz and City Attorney Straun Boston are on the People Development Committee, which is currently working on a draft employee evaluation process. A draft form is in place and Committee discussed the referral of this new process to PERC and/or the Personnel Committee. The current PERC process was discussed. The Mayor has requested that all job descriptions be updated to accurately reflect job duties as a result of the reorganization. The People Development Committee will meet next on October 26<sup>th</sup> and then again in December with CVMIC for guidance and recommendations. The first employee evaluation period will be July 1<sup>st</sup> thru June 30<sup>th</sup>, which is intended to be streamlined and simplified for the first year. This timeline will allow for any budgetary recommendations, as well as for a six month training period. Alder Able will discuss with the Mayor to potentially reroute the referral process from the Personnel Committee to PERC rather than from PERC to Personnel.

11. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, November 12, 2012 at 5:15 p.m.
12. Adjourn. It was moved by Alder Sitkiewitz and seconded by Alder Hennessey to adjourn the meeting. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Jane Rhode  
Confidential Legal Secretary