

PERSONNEL COMMITTEE MINUTES

Wednesday, December 5, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on December 5, 2012 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons Scott McMeans, Al Schema and Eric Sitkiewitz. Others present were City Attorney Straun Boston, Mayor Justin Nickels, Tony Dick, Bridget Brennan, Karen Dorow, Debbie Kumbalek, Steve Corbeille, Jim Muenzenmeyer, Denise Larson, Tim Herzog, Rick Schwarz, Jane Rhode, Joe Holt and Jane Leach from Auxiant and Mike Stollfus from O'Donahue & Associates, Inc., DickPepe and Tim Pachowitz from The Benefit Companies. Alders Jason Sladky, Dave Soeldner and Jim Brey were also in attendance. Alderperson Jill Hennessey was absent.

1. The meeting was called to order at 5:00 p.m. by Chair Chris Able.
2. Alder Able announced that an audio tape of this meeting will be available to the public on the City's website.
3. Public Input. Mayor Justin Nickels appeared and recommended support of the People Committee's excellent job relative to the employee performance scoring system, and further explained that CVMIC will be training managers for implementation.
4. Discussion and possible approval of minutes of previous Personnel Committee meeting. (November 12, 2012). Moved by Alder Schema and seconded by AlderSitkiewitz to approve the minutes. That vote being 4-0.
5. Update on legal expenses billed through Human Resources. Alder Able reported.
6. Update on Human Resources Generalist position. City Attorney Boston updated the Committee on interviews held and offer given to an outstanding candidate who will start on December 17th.
7. Update on health plan funding. Steve Corbeille presented information through July 31, 2012 and reported that the plan is running lower than stated rates. Mike Stollfus from O'Donahue & Associates, Inc. advised that the plan is balancing out well.
8. Discussion and possible action on creation of three FTE Police Officer positions. Tony Dick and Bridget Brennan explained the dynamics of the COPPS grant. Moved by Alder Sitkiewitz and seconded by Alder McMeans to approve the hiring of the positions. That vote being 4-0.

Tony Dick and Bridget Brennan left at this time.

9. Presentation from The Benefit Companies regarding voluntary long-term disability coverage for employees. Steve Corbeille introduced Dick Pepe and Tim Pachowitz from The Benefit Companies, who then handed out brochures and explained their proposal. Debbie Kumbalek clarified employees' sick leave balance caps. Committee asked questions

and discussed potential savings to the City with sick leave benefits. Dick Pepe advised that there is a 40% savings to employers to insure sick leave vs. banking it. Tim Pachowitz mentioned a proposed March 1st deadline for enrollment. No action was taken.

10. Presentation from the City's insurance consultants (Auxiant and O'Donahue & Associates, Inc.) regarding recommended changes to the City's health plan for 2013. Joe Holt and Jane Leach from Auxiant and Mike Stollfus from O'Donahue and Associates were present and presented recommendations detailed in their benefit proposal for 2013.

Joe Holt distributed a report on the City's self-funded health care plan for 2011 and 2012 to-date. Joe Holt addressed the Committee and gave an overall summary of the current 2012 health care plan and for 2013, including trends of annual premiums, national numbers of plan costs, deductibles, in-network participation, claims cost per enrollee, employee out-of-pocket expenses, coverage analysis, provider reports and discounts, categorized diagnoses and procedures and the wellness plan and screenings. Discussion followed.

11. Discussion and possible action of any modification to the City's health plan for plan year 2013. Committee discussed. It was moved by Alder Able and seconded by Alder Schema to approve the changes in the benefit plan as presented. Alder McMeans announced that he will be abstaining from voting on this issue. That vote being 3 ayes and 1 abstention from Alder McMeans.

CONVENE IN CLOSED SESSION

A motion was made by Alder McMeans 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 4-0. The Committee convened in closed session at 5:47 p.m. Alders Soeldner, Brey and Sladky remained present.

12. Advisory discussion on department staffing and structure from the Streets and Sanitation Committee.

*****Redacted – Closed Session*****

RECONVENE IN OPEN SESSION

A motion was made by Alder Schema and seconded by Alder Sitkiewitz 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 6:54 p.m.

13. Discussion and possible recommendation concerning vacancy in the position of Director of Public Works/City Engineer/Parks & Recreation. Committee discussed. It was moved by Alder Schema and seconded by Alder McMeans to fill the position, start the process of hiring and advertising for the position and to revise the current job description and title to Director of Public Works. That vote being 5-0.
14. Discussion and possible recommendation on request from the Director of Public Works/City Engineer/Parks and Recreation to change the classification of one of the DPW General Laborers to reflect a working foreman type position. Alder Hennessey moved to change the classification of one of the DPW General Laborers to reflect a working

foreman type position. Alder McMeans seconded for purposes of discussion. Committee discussed. Alder Hennessey rescinded her motion. It was moved by Alder Sitkiewitz and seconded by Alder Schema to deny the request. That vote being 5-0.

15. Discussion and possible recommendation on request from the Director of Public Works/City Engineer/Parks and Recreation regarding additional duties added to the Engineering Department due to efficiencies in work flow that came as a result of the reorg. Alder Hennessey moved to deny the request. Karen Dorow reported on departmental cooperation between the Engineering Department and Assessor's office and changes as a result of the reorg. Job descriptions will be revised accordingly. No action was required.

Jim Muenzenmeyer, Denise Larson, Debbie Kumbalek and Karen Dorow left at this time.

16. Discussion and possible action on update from the People Committee on Performance Feedback forms and process. Alder Hennessey addressed the committee, explained the recommendation from the People Committee and distributed and explained the Performance Planning and Feedback and Competency Library forms. The Performance Management process is moving forward. CVMIC will be conducting mandatory manager rating training in January, as well as mandatory employee meetings to follow. Committee discussed. Alder Able suggested training would be beneficial for Council members, perhaps for an hour or two at a Committee of the Whole meeting. Committee discussed. It was moved by Alder Able and seconded by Alder McMeans to adopt the Performance Planning and Feedback forms and Competency Library. That vote being 5-0. Alder Hennessey reported that a Performance Evaluation Policy is being developed at this time.
17. Discussion and possible recommendation on employee appreciation days. Alder Able addressed the Committee and stressed the need to say "thank you" to employees, possibly by granting additional PTO to employees based on their years of service, to be used only when it would not create a need for any departmental overtime. Committee members had concerns of giving additional time off for employees due to departments running very lean as a result of the reorg. Alder Hennessey suggested getting feedback from employees by way of putting out suggestion boxes or sending out an email asking for suggestions from employees. Committee discussed ways to reward employees while remaining budget neutral and the current employee recognition policy.
18. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, January 14, 2013 at 5:15 p.m.
19. Adjourn. It was moved by Alder Sitkiewitz and seconded by Alder Schema to adjourn the meeting. The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary

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