

## PERSONNEL COMMITTEE MINUTES

**Monday January 14<sup>th</sup>, 2013**

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on January 14<sup>th</sup>, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice-Chair Alder Hennessey, Alderpersons Scott McMeans, and Eric Sitkiewitz. Alderperson Al Schema was absent. Others present were City Attorney Straun Boston, Alder Jason Sladky, Jeri Johnson, Tony Dick, Steve Corbeille, Jane Rhode, and Kevin Glaeser.

1. Meeting was called to order at 5:15 p.m. by Chair Chris Able.
2. Alder Able announced that an audio tape of this meeting would be available to the public on the City's website.
3. Public Input: None.
4. Minutes from the previous meeting (December 5<sup>th</sup>, 2012) will be available at the next Personnel Committee meeting.
5. Update on legal expenses billed through Human Resources. Reviewed by Alder Able.
6. Steve Corbeille updated the PC Committee on current health plan funding. Currently the plan is 3.3% below stated rates. The prescription benefit plan generated approximately \$130,000 in savings. The savings experienced allowed no rate increases for 2013. There was discussion pertaining to bringing possible plan design changes forward earlier in 2013. Ideally June or July would be the time to begin discussing plan design changes for plan year 2014. The Committee discussed HRA's and future flexible plan design for employees. Auxiant will assist the Committee in possible direction for the plan.
7. Out of State Travel Request for PD Office/Records Manager. Tony Dick, Chief of Police discussed out of state travel for the PD Office/Records Manager for Aegis training. The training would happen in Arizona. Police Department cost of this travel/training would be \$2301 without sharing costs. If costs were shared with the City of Two Rivers the PD cost would be \$1828.50. Manitowoc PD would bill back Two Rivers for their portion. Ride sharing to and from the airport will be with the Manitowoc County Sheriff's Department. There will also be Aegis Users Group training in February. This User Group training will take place in Minnesota. Cost for the February training would be approximately \$200 for this will also be shared with Two Rivers. Tony Dick is requesting approval for both. Alder Sitkiewitz moved to approve with a second from Alder Hennessey.

There was discussion pertaining to a standard Out of State Travel request form which included all necessary cost data, itinerary, department and other necessary information. Also, information pertaining to the quality of the seminar/conference attended and the

value/objectives brought back and applied to the City. Jeri Johnson will consider and investigate such form.

Pertaining to the two out of state travel requests, vote was taken and request was approved. That vote being 4-0.

8. Out of State Travel request from PD for Sniper training: Tony Dick discussed the Florida based Sniper training. The officer is traveling to Florida anyway so the only thing the City would need to pay for would be wages for the Officer during the days/time spent at the training. The officer will pay for tuition/travel/lodging, etc. This is just informational information. No action needed.
9. Out of State Travel requested for Springbrook Users Conference: Steve Corbeille presented conference and budget information pertaining to out of state travel to Portland, Oregon for the Finance Director/Treasurer, Office Manager, Human Resources Generalist, and possibly an IT representative. The IT Representative may come from MPU. MPU will be possibly paying their portion with reduced IT charges to the City. There was discussion on current use of Springbrook and future use and development of the program. Discussion occurred about the number of individuals attending the conference and the value it would bring to the City. Alder Hennessey moved to approve the request. Alder Sitkiewitz seconded the motion.

There was discussion pertaining to bringing Springbrook on site more in the future and having stepped up expectations of Springbrook bringing training on site.

A vote was taken and the request approved with a 4-0 vote.

10. Discussion and possible action of retroactive approval to the Snow Plow Casual job description revision. Kevin Glaeser approached the Committee. Mr. Glaeser had stepped into the role of responsibility after details with this specific job description had already been defined. After advertising and lack of interest in the position, Mr. Glaeser examined the information and determined the CDL requirement was incorrect. The CDL should not be “required” but should be stated as “preferred but not required”. There was no intention of putting casual workers in actual snow plows but the smaller equipment not requiring the CDL. The decision to revise had been made quickly for the sake of filling the open positions in a timely manner. There was discussion pertaining to lack of a CDL requirement and the possibility of increased damage claims. Mr. Glaeser assured there would be necessary training provided associated with filling these casual positions. Alder McMeans moved to accept the job description revision retroactively. Alder Hennessey seconded. This request was approved. That vote being 4-0.
11. Update on the approaching Health Insurance Premium Holiday: Steve Corbeille provided the actual numbers of the upcoming Health Premium Holidays. To clarify, this Premium Holiday would not have an effect on the Library or the Central States coverage. Also, this holiday would not include Enhanced dental premiums. The Premium Holidays will take place in February and March equating to March and April premiums. There was discussion pertaining to having back to back months selected. Mr. Corbeille stated that this is for administrative ease. This is an update and no action needed.
12. Discussion and possible action pertaining to the Performance Evaluation Policy: Alder Hennessey discussed a remaining item for the Performance Evaluation System would be an actual policy. A policy has been drafted and reviewed. There was discussion on other processes i.e. a performance improvement process as far as additional tools for supervisors/managers. Training for the performance raters will be held on January 23<sup>rd</sup> with general employee sessions to be held shortly after that. High level goal planning is in process to be rolled out with the training to

support alignment of organizational goals. Alder Sitkiewitz moved to approve the Performance Evaluation Policy with a second from Alder McMeans. The policy was approved with a vote of 4-0.

13. Schedule next Personnel Committee Meeting: The next regularly scheduled meeting of the Personnel Committee will be Monday February 11<sup>th</sup>, at 5:15 p.m. in the 2<sup>nd</sup> floor conference room.
14. Motion to Adjourn: Alder Sitkiewitz moved to adjourn which was seconded by Alder Hennessey. The meeting adjourned at 6:05 p.m.

Respectfully submitted

Jeri Johnson, SPHR  
Human Resources Generalist