

PERSONNEL COMMITTEE MINUTES

Monday March 11th, 2013

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on March 11th, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Alderpersons Scott McMeans, Al Schema and Eric Sitkiewitz, Jim Brey, Jason Sladky, and Collin Braunel. Others present were Jeri Johnson, Todd Blaser, Gregg Kadow, Brian Helminger, Mike Jaeger, Scott Moran, Dan Hrudka, Bill Manis, Jim Muenzenmeyer, and Charlie Matthews.

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. Discussion and possible approval of minutes of previous Personnel committee meetings (February 11th, 2013). Moved by Alder McMeans and second by Alder Sitkiewitz to approve minutes. That vote being 4 - 0.
5. Update on legal expenses billed through Human Resources. Alder Able reported.
6. Update on Health Plan Funding. Jeri Johnson reported current costs are running 23.6% over budgeted rates for a current loss so far of \$126,302. Overall total costs are up 24.8% over this time last year and premium revenue is down 12.5%.
7. Discussion and possible action regarding hiring replacement firefighters. Fire Department Chief Bill Manis discussed current staffing levels currently being down and the desire to fill two firefighter paramedic openings with replacements. These would not be new added positions. There was a resignation in Sept 2012 that was never replaced and a resignation resulting in the two openings. Alder Sitkiewitz inquired on the status of the FEMA firefighter hiring. Chief Manis stated we are waiting on a report from finance to see if the funding of \$309,000 will be available in order to hire the FEMA firefighters. The FEMA firefighter hiring is not related to the request to hire replacements. Alder Able moved to approve the hiring of the two replacement fire fighters/paramedics with a second from Alder McMeans. Alder Sitkiewitz stated this item should have come to Public Property and Safety first. Able amends motion to Personnel Committee recommends and approves once Public Property and Safety gives their approval. Alder Jim Brey commented on upcoming Public Property and Safety meeting and processes and they would be re-visiting the FEMA firefighter hiring. The vote was taken on the motion being 4-0 in approval.
8. Discussion and possible action regarding the current pay levels of the Infrastructure Department Management Team; Alder Sladky referred specifically to the Department of Infrastructure wages as he felt that was the department he works the closest with. He felt that in consideration of the

reassigned tasks, some positions have grown while others have shrunk. It was suggested HR conduct a wage survey. Alder Able expressed concerns that this would have been better addressed during budget development time. There was a discussion pertaining to making wage changes without increasing the current budget. Jeri Johnson expresses concern that a wage survey would not give satisfactory answers and that a compensation analysis would be more appropriate. Alder Brey referred to the recent compensation analysis completed by the county. Alder McMeans moves to request HR research the possibility of conducting a wage analysis with a second from Alder Sitkiewitz. Vote was taken and approved with a vote of 4 – 0.

9. Discussion and possible action regarding filling the Operator vacancy at WWTF. (replacement): Brian Helminger discussed a current opening he has with a recent Operator resignation. Brian stated filling this position has been approved by the WWTF Board. Alder Able moves to approve the request with a second from Alder Schema. A vote was taken and the request approved with a 4 – 0 vote.
10. Discussion and possible action regarding a pay rate adjustment for an Operator at WWTF: Brian Helminger discussed a junior employee approaching his one year of employment. Brian also made it clear this has not been considered by the WWTF Board yet. There was discussion on how the pay scale used to look but now per the new EPM, employees stay at the 85% indefinitely. Discussion continued as how this places us at a disadvantage for attracting and keeping operators and makes it difficult to compete. Brian presented prevailing wages from other municipalities. There is concern pertaining to the current verbiage of the EPM. The pages from the EPM were examined and discussion of intent of the 85% occurred. There was discussion on how the past pay progression worked and. Alder Able stated the 85% language in the EPM would be something we would want to address in future PC meetings. Alder Able states the intent of the 85% was probationary and moved to make the wage comparable to the other employees with a second from Alder Schema. Alder McMeans inquired about this being within the budget and Helminger responded yes, this was within the budget. That vote being 5-0.
11. Update on Police overtime Grievance/Arbitration Award: Jeri Johnson reviewed the recent Arbitration award finding in favor of the City.
12. Discussion and possible action regarding offering follow up health coaching at no cost to those individuals considered High Risk based off of recent HRA screens. This would be a proactive measure in trying to address future high cost claims. Assuming 20 individuals with 12 coaching sessions each would be around \$4800.00. Funding would come from health plan funding. HFM would conduct the coaching sessions. Alder McMeans recuses himself from the discussion. Alder Able moves to approve with a second from Alder Schema. The vote is 3 – 0 with one abstention.
13. Discussion and possible action on an out-of-state travel request from the Business Improvement Committee to send two employees to St. Paul, Minnesota for Lean Government Training from April 9th – 11th, 2013. Jim Muenzenmeyer requested approval for accommodations. The training would be provided at no cost. Funding would come from the Lean project. Alder McMeans voiced his support for this training. Jim will be taking a project with him to work on. Alder McMeans made a motion to approve the request with a second from Alder Schema, that vote being 4 – 0.

CONVENE IN CLOSED SESSION

A motion was made by Alder Sitkiewitz to convene in closed session. This was seconded by Alder McMeans with a 4 – 0.

14. Discussion and possible action regarding recommendation for next steps regarding Director of Public Infrastructure interviewing:

*****Redacted – Closed Session*****

15. Discussion and possible action regarding Teamsters request to bargain DPW base wages.

*****Redacted – Closed Session*****

Alder Schema moved to reconvene back in open session. This motion was seconded by Alder McMeans, with that vote being 4-0 to approve. The Committee reconvened in open session at 6:11 p.m.

The next scheduled meeting will be April 8th, 5:15 PM in the 2nd Floor City Hall Conference room.

16. Motion to Adjourn: Alder Schema moved to adjourn which was seconded by Alder Sitkiewitz. The meeting adjourned.

Respectfully submitted

Jeri Johnson, SPHR
Human Resources Generalist