

## PERSONNEL COMMITTEE MINUTES

Monday May 13<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 May 13<sup>th</sup>, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice Chair Jill Hennessey, Alderpersons Mike Howe, Al Schema, and Eric Sitkiewitz. Others present were Jeri Johnson, Greg Minikel, and Denise Larson.

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 (April 8<sup>th</sup>, 2013 and April 15<sup>th</sup>, 2013). There was no discussion. Moved by Alder Sitkiewitz and second by Alder Schema to approve minutes. That vote being 5 - 0.
5. Update on legal expenses billed through Human Resources. Alder Able reported.
6. Update on Health Plan Funding. Alder Able reported. No concerns at this time.
7. Human Resources Update: Jeri Johnson reported. Alder Able had a follow up comment pertaining to performance evaluations. We need to make sure the City Council is aware of the current process possibly prompting some information presented to the COW. Alder Able would also like to make sure the evaluations of department heads are also reviewed by their respective oversight committees in addition to the Mayor.
8. Discussion and possible action regarding the replacement hiring of a parks worker: Greg Minikel, Interim Director of Public Infrastructure reported that the Parks Committee had approved refilling the vacancy created by the current forestry individual transferring to the Engineering Department. Greg is now requesting Personnel Committee approval. Alder Hennessey moved to approve hiring a replacement with a second from Alder Schema. Alder Able stressed the position needed to be filled as an arborist again and the recruitment may be a little more difficult. Greg confirmed. Vote was taken and approved with a vote of 5 - 0.
9. Discussion and possible action regarding hiring a family member for seasonal employment. Denise Larson reported that Taylor Albright will be returning to the City as a seasonal employee this summer. Ms. Albright is Denise Larson's niece that was approved the prior year to work for the City. Denise requests she is granted approval to hire Frank Salzberg who is Cheryl Stewart's son. Alder Able requests confirmation there would be no supervisory cross over between the family members. Denise confirms. Alder Sitkiewitz moves to approve the request with a second from Alder Schema. A vote was taken and the request approved with a 5 - 0 vote. The Personnel Committee reviewed the policy of hiring immediate family for new committee members.

10. Discussion and possible action regarding standardized out of state travel form: Alder Able opened up discussion concerning the new proposed form. He requests some format modification and clarification on two comments. Jeri Johnson clarified. Alder's Hennessey and Sitkiewitz are okay with the form. Alder Sitkiewitz inquired on the Manager's decline statement. Process was discussed. The form will be sent electronically to the city manager's; the form is required in advance to place an out of state travel request on a future PC Agenda. Instructions will be sent with the form. Declines should be recorded as well. Alder Sitkiewitz moved to approve the form and its use with a second from Alder Schema. That vote being 5-0.
11. Discussion and possible action pertaining to the 85% starting wage language: Alder Able reviewed the situation and confirms the way the language is written lends to confusion. Jeri reviewed that it is the understanding individuals start at 85% and stay there. Denise Larson and Greg Minikel confirmed it used to be a bump after 90 days. Alder Sitkiewitz requests research on how many individuals this affects and the dollar amount that we are looking at. Jeri reported to her knowledge payroll provided her with 2 names but it also appears there are individuals from other pay scales that have also been affected. Alder Sitkiewitz gave direction to research amount of funds we are talking about and look out in other areas for possibly other individuals who are affected. Alder Able stated we would also need to consider if we did make changes would we retro this. Alder Schema suggests a 90 day pay bump from the 85% to the starting wage. Research will be completed and provided at the next PC meeting. No action was taken.

The next scheduled meeting will be June 10<sup>th</sup>, 5:15 PM in the 2<sup>nd</sup> Floor City Hall Conference room.

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

Respectfully submitted

Jeri Johnson, SPHR  
Human Resources Generalist