

## PERSONNEL COMMITTEE MINUTES

**Monday July 8th, 2013**

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on July 8th, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice Chair Jill Hennessey, Alderpersons Mike Howe, Al Schema (arrived later), and Eric Sitkiewitz. Others present were Jeri Johnson, Denise Larson, Deputy Police Chief Bridget Brennan, Dan Koski, Fire Chief Bill Manis, Mike Stollfus, Steve Hook, Dr. Tricia Lorenz, (Alder Sladky arrived at 6:15 p.m. but then left a short time later.)

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 (June 24<sup>th</sup>, 2013). There was no discussion. Moved by Alder Sitkiewitz and second by Alder Hennessey to approve minutes. That vote being 4 - 0.
5. Update on legal expenses billed through Human Resources. No legal expenses to report.
6. Update on Health Plan Funding. Alder Able reported. No questions or discussion.
7. Human Resources Update: Jeri Johnson reported. Alder Able discussed the positive impact of the BPI group. Alder Hennessey inquired about new policies proposed. Jeri responded these suggested policies resulted from the recent HR audit. \*\*Alder Schema is now present\*\*
8. Presentation, Discussion, and possible action regarding 2014 Benefits Recommendations: Jeri Johnson, Steve Corbeille, Mike Stollfus (O'Donahue and Assoc.) and Steve Hook (ModernMed). Presentation consisted of recommendations to modify current vision and medical. We also discussed adding Health Reimbursement Accounts, ModernMed, and a Smoking Surcharge. There were various questions and discussion pertaining mostly to the functioning of the ModernMed. There was a request for references and the decision was made to present to COW. Alder Hennessey will advise on a date and time. No action was taken at this time.
9. Discussion and possible action regarding an out of state travel request for the Police Department. Deputy Police Chief Bridget Brennan presented. There was no discussion. Alder Hennessey moves to approve with a second from Alder Sitkiewitz. A vote was taken and the request approved with a 5 – 0 vote.

10. Discussion and possible action regarding staffing of the Inspection Department. Alder Hennessey discussed her concern with adding a full time or temporary individual to the Building Inspection Department staffing without knowing if improved processes could help instead. Alder Hennessey also referred to Alder Soeldner's past conversation suggesting staff sharing. Alder Howe discussed some of his concerns with the storm and the amount of work generated. He also shared some examples. Steve Corbeille discussed his concerns with staff sharing from clerks/treasury area depending on his current staffing being thin as well. There was discussion about possibly utilizing Jim Muenzenmeyer for building inspection. No action was taken.
11. Discussion and possible action regarding a compensation analysis project and update and consolidating the City Salary Tables.: Jeri Johnson reviewed the documents presented; cost comparisons and a professional service agreement. Alder Hennessey discussed the need for a Compensation Analysis to be completed. Jeri Johnson discussed her preference with Carlson/Dettman as our consultant with this project. Alder Hennessey moved to approve the analysis and forward to finance for funding, with a second from Alder Sitkiewitz. That vote being 5-0.
12. Discussion and possible recommendation regarding Recreation Team Leader wage: Move to go into Closed Session by Alder Sitkiewitz with a second from Alder Hennessey. Closed session approved with a roll call vote of 5-0. Closed session began at 7:21 p.m.

\*\*\*\*\*Redacted – Closed Session\*\*\*\*\*

Alder Schema moved to come out of closed session with a second from Alder Sitkiewitz, the vote being 5-0. Closed session ended at 7:27 p.m.

13. Discussion and possible action regarding Recreation Team Leader wage: Alder Sitkiewitz moved the wage for Recreation Team Leader be changed to \$25.00 per hour with a second from Alder Schema. Motion was approved with that vote being 5-0.
14. Discussion on policy pertaining to evaluating volunteers and representatives: Alder Able discussed a situation Alder Schema had experienced pertaining to a City representative and inquired about what kind of check system do we have for our volunteers. There was discussion pertaining to various volunteer positions and the ramifications of having volunteers fill out applications and sign a waiver for background checks. Alder Howe felt it would hurt the volunteerism. Jeri Johnson discussed a model policy and it is a normal process to background check volunteers at different levels depending on responsibilities. There was discussion pertaining to an information gathering sheet and reference to certain positions may be background checked depending on the responsibilities. HR will work on the one page info gathering document.
15. Discussion and possible action regarding 85% employee policy manual verbiage: Jeri Johnson presented what she felt was some history behind the 85% limitation. A possible solution was presented setting the 85% for all non-exempt positions up to 180 days post

hire. There was discussion on other options. Alder Able moved the verbiage be modified to make the 85% apply to all non-exempt positions for the first 180 days. Alder Hennessey seconded the motion. The motion passed with a 5 – 0 Vote.

The next scheduled meeting will be August 12th, 5:15 PM in the 2<sup>nd</sup> Floor City Hall Conference room.

16. 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