

PERSONNEL COMMITTEE MINUTES

Monday August 12, 2013

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on August 12th, 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 Mayor Nickels, Alder Soeldner, Alder Brey, Alder Sladky, Alder McMeans, Jeri Johnson, Jim Muenzenmeyer, Dan Koski, Greg Minikel, Mike Stollfus O'Donahue and Assoc., David Yehgiaian HFM, Dr. Evelyn Sbar HFM, Steve Hook ModernMed, and Charlie Matthews HTR.

1. Meeting was called to order at 5:15 p.m. by Chair Chris Able. Alder Schema was not present.
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: Dr. Evelyn Sbar, a physician with Holy Family introduced herself as the possible physician advisor for the HFM RightCare Proposal. Dr. Sbar discussed the program and talked about referring employees to the appropriate providers. She felt HFM is ingrained into the Manitowoc Community and a voice for those in need.

Mr. David Yeghiaian with HFM stated HFM would commit to utilizing the Focus Health model. They would refer outside of HFM because it is the model the City Utilizes.

4. Discussion and possible approval of minutes of previous Personnel Committee meetings (July 8th). There was no discussion. Motion by Alder Hennessey and second by Alder Sitkiewitz to approve minutes. That vote being 4 - 0.
5. Update on legal expenses billed through Human Resources. Jeri Johnson reported nothing new since May 2013.
6. Update on Health Plan Funding. Alder Able reported. Alder Able reminded the group that although the amount looks negative, it is a small amount and that at the beginning of the year, funding was used elsewhere.

Alder Schema entered the meeting.

7. Human Resources Update: Jeri Johnson reported. Alder Hennessey inquired whether it was a standard practice to have random drug testing throughout a municipality. Jeri Johnson stated she would research. Alder Able also extended an invitation to the rest of Council to join in the City wellness activities.
8. Discussion and possibly placing on file letter from Fire Chief Manis: Alder Hennessey confirms concerns over wage compression and thanked Chief Manis for his feedback. Alder Hennessey

moved to place Chief Manis' letter on file with a second from Alder Sitkiewitz. Vote was taken and approved with a vote of 5 – 0.

9. Wage table document from prior Personnel Meeting to be placed on file: Alder Sitkiewitz moves to place on file with a second from Alder Schema. A vote was taken and approved with a 5 – 0 vote.
10. Discussion and possible action regarding out of state travel for the Fire Department: Documents submitted reviewed. Alder Hennessey inquired whether this would generate overtime. Chief Manis confirmed this would not generate overtime. Alder Hennessey moved to approve with a second from Alder Sitkiewitz. That vote being 5-0.
11. Discussion and possible action regarding out of state travel for the City Attorney: Alder Able inquired on what budget this would come from. Mayor Nickels confirmed this would come from the City Attorney's budget. Alder Hennessey inquired whether this would be a training for the municipal judge instead. Discussion determined the training would be appropriate for the City Attorney. Alder Hennessey also inquired whether this was within budget. The Mayor responded yes the request was within budget. Alder Sitkiewitz moved to approve the request with a second from Alder Schema. That vote being 5-0.

Alder Able suggests we add verbiage to the request form covering whether the request is within budget. Jeri Johnson confirmed she would work on this.

Moved to convene is closed session to discuss Police Supervisors request to bargain, DPW base wage bargaining, transit bargaining. Alder Sitkiewitz moved to go into closed session with a second from Alder Hennessey. That vote being 5-0. The time is 5:39 p.m.

CLOSED SESSION

12. Discussion of Police Supervisor bargaining request.

Redacted – Closed Session

13. Discussion of contract for DPW.

Redacted – Closed Session

14. Discussion of Transit Bargaining.

Redacted – Closed Session

Alder Schema moved to come out of closed session with a second from Alder Howe. That vote being 5 – 0. The time being 5:53 p.m.

RECONVENE IN OPEN SESSION

15. Discussion and possible action regarding Volunteer Policy and Volunteer information gathering form. The volunteer information gathering form looks acceptable. Alder Able feels we should develop a policy. Alder Schema confirmed the County background checks all of their volunteers. Alder Hennessey asked that the term “volunteer” be defined. Alder Able felt a volunteer would be anyone who provides a service to the City. Representatives would not be considered a

volunteer. There was further discussion on defining a volunteer and who would be background checked. The Mayor inquired whether committee members would be subject to background checks. Alder Able felt this was a good question and supports having a policy define what positions would be included. There was discussion pertaining to the City's discretion at selecting positions to be background checked. Motion to approve a policy and form by Alder Hennessey. This was seconded by Alder Schema. This motion was approved with a 5 – 0 Vote.

16. Discussion and possible action FLSA Policy: Jeri Johnson discussed the introduction of the FLSA Safe harbor policy. Alder Able moved to approve the policy with a second from Alder Schema. The policy being approved with a 5 – 0 vote.
17. Discussion and possible action regarding 2014 Benefits plan: Alder Able discussed one question of offering Vision coverage to all regular employees, not just full time. Jeri Johnson responded that for consistency, we offer to benefits eligible employees. Alder Able followed up with another concern of the ModernMed of individuals joining it and not using it. Jeri Johnson responded we would need to have a structure in place where individuals would be removed if not utilizing and the City would not have to pay for it. Alder Soeldner inquired on how we are going to make sure people are using this and how we arrived at ModernMed. Steve Corbeille and Jeri Johnson discussed the process of how we arrived at the recommendation of ModernMed. The Mayor inquired on the differences between the two models and commented that now HFM would participate in the FocusHealth steerage.

Motion to adjourn for a joint meeting of Personnel and Public Infrastructure. Alder Schema moved to adjourn with a second from Alder Hennessey. The time is 6:15 p.m.

ADJOURN FOR JOINT MEETING OF THE PERSONNEL COMMITTEE AND THE COMMITTEE OF PUBLIC INFRASTRUCTURE.

PERSONNEL COMMITTEE RECONVENES.

Alder Able discussed some of his concerns about the HFM proposal. Jeri Johnson discussed reasons for the ModernMed recommendation, similarities, and differences. The Mayor discussed further his position opposing ModernMed. There was lengthy discussion regarding concerns of employees not using the ModernMed. There was discussion pertaining to what happens if someone does not like their ModernMed physician. Steve Hook replied they could utilize the Green Bay ModernMed physician. Alder Able moved we use ModernMed as part of the 2014 Benefits plan. There was no second. Alder Hennessey moved we move forward with a Concierge plan with a second from Alder Sitkiewitz. Alder Sitkiewitz requests to see financial numbers from the proposals. Alder Schema stated he would feel more comfortable with a bidding process. Alder Hennessey discussed not making a decision and delaying. Vote was taken resulting in 5-0 approving including a concierge plan in 2014 benefits plan. There was further discussion pertaining to other items of the 2014 benefits recommendation. The decision was made to schedule a special Personnel Meeting to address the 2014 Benefits plan again. Alder Hennessey withdrew her motion.

18. Discussion and possible action job descriptions for the Department of City Attorney and Departments of Finance and Clerk Alder Sitkiewitz made a motion to approve the job descriptions with a second from Alder Schema. That vote being 5-0.

A special meeting to hear only benefits was scheduled for 4:00 p.m. on Monday August 26th. The next regularly scheduled meeting will be September 9th, 5:15 PM in the 2nd Floor City Hall Conference room.

In closing Alder Able expressed his support of a Concierge Medicine program and looks forward to a resolution.

19. Motion to Adjourn: Alder Sitkiewitz moved to adjourn which was seconded by Alder Schema. The meeting adjourned at 7:25 p.m.

Respectfully submitted

Jeri Johnson, SPHR
Human Resources Generalist