

PERSONNEL COMMITTEE MINUTES

Monday October 14, 2013

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on October 14th, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice Chair Alder Jill Hennessey, Alderpersons Mike Howe, Eric Sitkiewitz, and Al Schema. Others present were Alder Sladky, Jeri Johnson, Dan Koski, Gregg Kadow, Todd Blaser, Police Chief Tony Dick , Mike Stollfus O'Donahue and Assoc., 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: Mike Stollfus of O'Donahue and Associates wanted to address the RFP recommendation being made tonight. Mike reviewed the plan and that he had been the broker of record for the last 15 years. Mr. Stollfus handed out documents pertaining to the history of the plan and discussed comparison of the City plan to other local plans. Alder Schema enters the meeting. Mike discussed future initiatives and talked about the renewal for 2014.
4. Discussion and possible approval of minutes of previous Personnel Committee meetings (August 12th, 2013 and August 26th, 2013). There was no discussion. Motion by Alder Sitkiewitz and second by Alder Hennessey to approve minutes. That vote being 5 - 0.
5. Update on legal expenses billed through Human Resources. Alder Able acknowledged that there had been an increase in legal fees recently. No comments or concerns at this time.
6. Update on Health Plan Funding. Alder Able reviewed the retiree group is over what was expected for cost to the plan and that there needs to be awareness to the cost. There have been cost increases passed along to retirees. Jeri Johnson discussed in November hopefully we could review an idea that could help with the retiree group.
7. Human Resources Update: Jeri Johnson reported. Alder Hennessey inquired about the attempt to find an intern. Jeri reviewed that she was referred to Wisconsin Tech Connect. Most resumes there were older or out of the area.
8. Discussion and possibly regarding the Identification Badge Policy: Alder Able discussed his concerns with implementing the badges prior to a policy being in place. There was discussion regarding the policy itself. Alder Able requested one modification to the policy regarding employees being responsible for the replacement of the badge, changing that language to "may be" responsible. There was discussion regarding quick release lanyards. Alder Hennessey

moved to approve the policy with the exception noted by Alder Hennessey with a second from Alder Sitkiewitz. Vote was taken and approved with a vote of 5 – 0.

9. Discussion and possible action regarding the Out of State Travel/Training request form: There was a minor tweak to the form adding the question whether the travel/training is within budget. Alder Hennessey requested this be modified to say “within the year of expenditure”. Alder Hennessey moves to approve the form with the requested change with a second from Alder Schema. A vote was taken and approved with a 5 – 0 vote.
10. Discussion and possible action regarding the replacement of the part time Clerk II for Engineering and the part time Clerk II for the Senior Center: Dan Koski reviewed the internal transfer that resulted in the open position (two part time positions). Dan recommended this be filled with two part time individuals instead of one individual filling two part time positions. He felt this would be more efficient and save on benefits. Alder Hennessey moved to approve with a second from Alder Sitkiewitz. Alder Able did stress he wasn't for making positions part time only to avoid allowing benefits but did support if it were operationally better. A vote was taken. That vote being 5-0.
11. Discussion and possible action regarding replacement hiring of a FT Mechanic for DPI: Dan Koski reviewed that an employee had given notice and there was a need to replace the mechanic position. Alder Sitkiewitz moved to approve the request with a second from Alder Schema. That vote being 5-0.
12. Discussion and possible action regarding approval for job descriptions from the Fire and Planning Departments: Alder Hennessey inquired about the PT Plumbing Inspector Job Description being updated. Jeri Johnson confirmed this was an oversight and yes we do need a FT Plumbing Inspector Job Description. Alder Hennessey moved to approve the job descriptions submitted for Fire and Planning with a second from Alder Schema. That vote being 5-0.
13. Discussion and possible action regarding the Volunteer Policy and the Volunteer Information gathering form: Alder Sitkiewitz thought the documents may turn people off from wanting to be volunteers. Alder Schema stated the documents are similar to what the County has. Alder Sitkiewitz made a motion to approve both the policy and the information gathering form. There was a second from Alder Schema. That vote being 5-0.
14. Discussion and possible action regarding the hiring of up to 3 crossing guards for the Police Department: Chief Tony discussed this had already been through Public Safety. They would like three crossing guards, one regular and two alternates. These corners are currently being manned by a service worker or police officer. Alder Schema made a motion to approve the hiring of three crossing guards with a second from Alder Sitkiewitz. That vote being 5-0.
15. Discussion and possible action regarding the approval of the Detective Sergeant job description: Chief Tony discusses the need to promote to a Detective Sergeant position. Alder Hennessey inquired on the educational requirements regarding an Associates or Bachelor's Degree and why are we not requiring a Bachelor's? Chief Tony responded that mostly it's because of the requirements to hire only requires a certain amount of credits and not even an Associate's degree. There was lengthy conversation on the reasoning of the educational requirements and the qualifications to be promoted into this position. Alder Hennessey moved to approve the job description with a second from Alder Schema. That vote being 5-0.

16. Discussion and possible action regarding the hiring of seasonal employees for the Police Department: Chief Tony discussed the two different types of seasonal employees they utilize, one being clerical and the other being community services and their responsibilities. Alder Able inquired whether they were truly seasonal or should they be considered part time. Chief Tony clarified that at this time, they still watch their hours and rotate individuals through the community service seasonal position. Alder Sitkiewitz moved to approve with a second from Alder Hennessey. That vote being 5-0.
17. Discussion and possible action regarding the 90 day Performance Feedback Process: Jeri Johnson discussed the 90 day evaluation form and process of rolling someone into the Annual Performance Feedback Process. Alder Hennessey moved to approve with a second from Alder Schema. That vote being 5-0.
18. Discussion and possible action regarding the FLSA Hours Worked Policy: Jeri Johnson discussed this was one of the CVMIC policies we needed to roll out. Alder Schema made a motion to approve with a second from Alder Hennessey. That vote being 5-0.
19. Discussion and possible action regarding the benefits consultant recommendation: Jeri Johnson discussed building our resources in this area. She stated last summer an RFP was sent out. This was sent to 6 different companies with 5 responding, one including our current consultant. After consideration of all information submitted, it is Jeri's recommendation the City move forward with M3. There was discussion on fees charged. M3's monthly fee is 16 pmpm. It would be the difference between \$44,000 annually and \$24,000 annually. Steve Corbeille has been consulted on the budget and it is not an issue. Alder Hennessey inquired on the return on investment on utilizing M3. Jeri Johnson responded it is difficult to say as it can be a bit intangible but believes overtime, we will make it up within the plan. Alder Hennessey inquired more regarding the purpose of a TPA as opposed to a consultant? Jeri discussed the differences between the two and her feeling of discomfort regarding the link between our current consultant and Auxiant. Alder Able inquired whether Jeri believed she sees the return on the value spent on M3. Jeri's response was yes. Alder Sitkiewitz discussed his thoughts on lacking communication on for example the Smartchoice incentive. Alder Howe inquired on what it was about M3 that stood out. Jeri's discussed the advantages she feels M3 presents including project management. Alder Hennessey revisited the ROI thought process and if this frees Jeri up to do other more strategic initiatives, there is value to that. Alder Howe inquired on the reporting and actuarial functions. Jeri responded that she feels M3 can support in this area as well. Alder Able inquired regarding the possibility of increasing costs. Jeri responded that M3 has a 3 year contract and would like to be our exclusive consultant. Alder Hennessey made a motion to approve the recommendation with a second from Alder Schema. That vote being 5-0.

Moved to convene is closed session to discuss Police Supervisors request to bargain, Alder Sitkiewitz moved to go into closed session with a second from Alder Hennessey. That vote being 5-0. The time is 6:22 p.m.

CLOSED SESSION

20. Discussion of Police Supervisor bargaining request.

******Redacted – Closed Session******

Alder Hennessey moved to come out of closed session with a second from Alder Sitkiewitz. That vote being 5 – 0. The time being 6:34 p.m.

RECONVENE IN OPEN SESSION

The next meeting was scheduled for November 11th, 2013 at 5:15 p.m.

21. Motion to Adjourn: Alder Sitkiewitz moved to adjourn which was seconded by Alder Schema.
The meeting adjourned at 6:37 p.m.

Respectfully submitted

Jeri Johnson, SPHR
Human Resources Generalist