

PERSONNEL COMMITTEE MINUTES

Monday December 9, 2013

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on December 9th, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice Chair Alder Jill Hennessey, and Alder Eric Sitkiewitz. Absent were Alder Schema and Alder Howe. Others present were Alder Sladky, Steve Corbeille, Dave Less, Jeri Johnson, Kathleen McDaniel, Steve Eckley, Larry Zimney, KC Puestow, Charlie Mathews, Todd Blaser, Scott Luchterhand, Rob Barbier, Bruce Jacobs, and Nick Reimer.

1. Meeting was called to order at 5:15 p.m. by Chair Alder Able. Alder Howe and Schema were 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: Alder Able requested that the Police supervisor hold their comments for the agenda item of interest so information would not need to be repeated. No public input.
4. Discussion and possible approval of minutes of previous Personnel Committee meetings (November 11th, 2013). There was no discussion. Motion by Alder Hennessey and second by Alder Sitkiewitz to approve minutes. That vote being 3 - 0.
5. Update on legal expenses billed through Human Resources. Alder Able reported. There was no discussion.
6. Update on Health Plan Funding. Jeri Johnson reported the plan is currently running 5.8% over budget contributed mostly to cost from the retiree group. Jeri responded we will be discussing options in February. In January we will be reviewing three different possibilities for the retiree group and bringing that to Personnel in February.
7. Human Resources Update: Jeri Johnson reported. There were no questions.
8. Discussion and possibly action regarding out of state travel/training for the Police Department: Chief Tony Dick and Bruce Jacobs discussed the request for DARE training. They are trying to meet the registration deadline but are still trying to find a less expensive class. The desire is to send two people to training so both can teach DARE. This would hopefully allow the DARE to be provided with no overtime incurred. The request is for training provided in the Minneapolis, St. Paul area but they will look for cheaper options. No DARE training is offered in Wisconsin. Alder Sitkiewitz moved to approve the request with a second from Alder Hennessey. Alder Hennessey discussed the importance of the DARE program and the need to support it. Vote was taken and approved with a vote of 3 - 0.

9. Discussion and possible action the City of Manitowoc Transit Job Descriptions: Alder Sitkiewitz made a motion to approve the Transit AND WWTF updated job descriptions with a second from Alder Hennessey. A vote was taken and approved with a 3 – 0 vote.
10. Discussion and possible action regarding the approval of the City of Manitowoc PD Job Descriptions of Office Manager and CSO: Alder Hennessey moved to approve both descriptions with a second from Alder Sitkiewitz. A vote was taken. That vote being 3 - 0.
11. Discussion and possible action regarding the transition of the police supervisor group into the EPM: Alder Able discussed wanting to go through the police supervisors questions as he felt they were valid questions. The City would be rolling the group into the EPM for consistencies sake and treating like positions similarly. Alder Able stated the questions were the sorts of things we needed to address to make sure we don't undermine the pay structure and the smooth operations of the department. Jeri discussed some FLSA Guidance from the City Labor Attorney. Wages, overtime, procedures were discussed. There was discussion on the part of the police supervisors to not treat the members of the group differently. There was discussion regarding pay compression between the different groups. Tony discussed how certain responsibilities were dispersed to the individuals. There was discussion regarding Act 10, pension, and premium payments, PTO, sick time, comp time. Nick Reimer requested the Personnel Committee consider using the expired contract as an addendum. Alder Able responded they would look at it. Alder Hennessey added that Personnel hoped to balance out the provisions and treat everyone fairly. Alder Sitkiewitz added that the communication is important so the supervisors should bring it to Personnel's attention if they feel there is something that would be considered a hardship. It was estimated we may have something ready for council maybe in March.
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12. Discussion and possible action regarding 2012 Flex dollars forfeited to the City : Steve Corbeille, Finance Director presented. Steve recommended that our excess flex forfeited be utilized for Wellness Activities. Alder Hennessey like the idea of investing the funds back into employee wellness. Alder Hennessey moved to approve the excess funds from flex forfeited dollars to go to funding future wellness activities with a second from Alder Sitkiewitz. That vote being 3-0.
13. Discussion and possible action regarding hiring a replacement firefighter: Alder Able responded this was being taken off the agenda. No action taken.
14. Discussion and possible action regarding hiring a replacement associate planner: Alder Able was concerned he did not know this position needed to be addressed. Dave Less, Department Head stated he just found out Thursday and requested to add it on Friday. Dave stated this is a critical position that we do not want to sit vacant for long. There was concern stated this needed to go to the oversight committee first. Alder Hennessey inquired how much of this position was GIS. Dave responded probably 75%. Alder Able stated he didn't doubt this is an important position but feels the Compensation Data information would be important before the City hired someone. Alder Sitkiewitz reiterated he felt this conversation needed to happen with the Oversight committee first prior to personnel. Alder Sitkiewitz made a motion to table with a second from Alder Hennessey. That vote being 3 - 0.

The next meeting was scheduled for January 13th, 2014 at 5:15 p.m.

15. Motion to Adjourn: Alder Sitkiewitz moved to adjourn which was seconded by Alder Hennessey. The meeting adjourned at 6:15 p.m.

Respectfully submitted

Jeri Johnson, SPHR
Human Resources Generalist