

## PERSONNEL COMMITTEE MINUTES

**Monday, June 14, 2010**

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on June 14, 2010 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons Jill Hennessey, Alex Olson, Al Schema and Scott McMeans. Others present included Alderpersons Sladky, Soeldner and Kadow, Deb Geiger-Human Resources and Safety Coordinator, Denise Larson-Assistant Recreation Director, Kevin Glaeser-Fleet Manager, Jim Muenzenmeyer-Director of Building Inspection/Facilities Manager, Val Mellon-Director of Public Works/City Engineer and Damian Rahmlow. The meeting was called to order at 5:00 p.m.

1. Approval of May 10, 2010 Personnel Committee Minutes. A motion was made by Alderperson Hennessey and was seconded by Alderperson McMeans to approve the May 10, 2010 Personnel Committee minutes. All members voted in favor of the motion. That vote being 5-0.

2. Approval of May 20, 2010 Joint Personnel and Public Property and Safety Committee Minutes. A motion was made by Alderperson Hennessey and was seconded by Alderperson Olson to approve the minutes. All members voted in favor of that motion. That vote being 5-0.

3. Public input of items germane to the Personnel Committee as authorized by Section 19.84(2) of the Wisconsin Statutes. There was no public input.

4. Update on hiring process for Finance Director/Treasurer position. A motion was made by Alderperson Olson to suspend the process until further discussions regarding the candidates can be had by the Personnel Committee. Alderperson Hennessey seconded the motion. Following a brief discussion, all members voted in favor of that motion, that vote being 5-0.

Alderperson Alex Olson made a motion to enter into closed session. That motion was seconded by Alderperson Schema. By a roll call vote the Personnel Committee convened in closed session at 5:10 p.m.

**CLOSED SESSION**

**OPEN SESSION**

Open session reconvened at 5:23 p.m.

6. Possible action on request for unpaid leave of absence by a Department of Public Works employee. A motion was made by Alderperson Hennessey to approve the request for unpaid leave including the suspension of benefits accrual during that leave period. The motion was seconded by Alderperson Schema. All members voted in favor of the motion. That vote being 5-0.

7. Discussion and possible action of revised Position Description for Director of Parks and Recreation. Deb Geiger introduced two revisions as approved by the Parks and Recreation Committee to the draft previously provided. The first revision being that the position reports to the Mayor, Common Council and the Parks and Recreation Committee. The second revision being the addition of specific language regarding grant application and follow through. Alderperson Hennessey made a motion to approve the Position Description as amended by the Parks and Recreation Committee and also to make two additional amendments. Those amendments being retention of the sentence “The Director has administrative responsibility for the entire recreation and park program and its personnel, and the planning for the utilization of desirable facilities” in the Summary paragraph and also addition of the words “Park and Recreation Committee” in the third bullet under Essential Functions. The motion was seconded by Alderperson Chris Able. All members voted in favor of the motion. That vote being 5-0.

8. Discussion and possible action to fill vacant position of Director of Parks and Recreation. A motion was made by Alderperson McMeans and was seconded by Alderperson Schema to proceed with filling of the position. All members voted in favor of that motion, that vote being 5-0.

Alderperson Kadow entered the meeting at 5:39 p.m.

9. Discussion and possible action regarding safety shoe reimbursement for seasonal employees. Jim Muenzenmeyer presented a request to allow for reimbursement of safety shoes for seasonal employees who require the use of safety shoes. The recommended reimbursement amount would be \$30.00. Deb Geiger indicated that this issue was reviewed by the Personnel Committee on Monday, January 12, 2009. At that time it was determined that a policy does not exist to allow for the reimbursement of safety shoes. No action was taken at that time. By consensus, the Committee authorized the Human Resources Department to write a policy stating that reimbursement for safety shoes is not available for seasonal employees. This policy should be brought to the Personnel Committee at its next meeting. There was no action taken.

10. Schedule future meeting. The next regular Personnel Committee meeting was scheduled for Monday, July 12, 2010 at 5:00 p.m. Additionally, a special meeting would be scheduled prior to that date for discussions regarding the hiring and interview process for the Director of Finance position.

There being nothing further to come before the Committee, Alderperson Hennessey made a motion to adjourn. Alderperson Schema seconded that motion. The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Debra Geiger  
Human Resources and Safety Coordinator