



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes - Final Personnel Committee

Wednesday, July 30, 2014

4:00 PM

Common Council Chambers

1. CALL TO ORDER

2. ROLL CALL

Mayor Justin Nickels, City Attorney Kathleen McDaniel, Human Resources Director Rochelle Blindauer, Steve Corbeille, Todd Blaser, Dan Koski, Karen Dorow, Bridget Brennan, Denise Larson, Jane Rhode

Present: 3 - Able, Hennessey and McMeans

Absent: 2 - Schema and Sitkiewitz

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS

Any Committee Member may request removal of any item from the consent agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the consent agenda shall be separately considered.

- [14-1220](#) Approval of April 14th, 2014 and May 12th, 2014 Personnel Committee Minutes.
- [14-1213](#) Review of legal fees billed out through Human Resources.
- [14-1214](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [14-1215](#) Report out on Health Plan Funding.
- [14-1216](#) Report out of Human Resources initiatives.
- [14-1217](#) Report out of City Attorney's Office initiatives.

APPROVAL OF CONSENT AGENDA

Moved by Able, seconded by McMeans to approve the Consent Agenda. The motion carried by the following vote:

Aye: 3 - Able, Hennessey and McMeans

5. DISCUSSION AND ACTION ITEMS[14-1556](#)

Discussion with M3 regarding suggested changes to the plan design for the City's health and dental insurance plans for 2015.

Nancy Cirra from M3 was available via speaker phone and explained and discussed proposed plan changes with Committee members. Steve Corbeille corrected that Item No. 1 should read: "Increase deductibles to \$2,000 single and \$4,000 family with \$500 single and \$1,000 family reimbursement through Health Reimbursement Arrangement." Committee discussed urgent care vs. regular office visits and requested M3 provide clearer definitions of the three different levels of service; urgent, walk-in and emergency care visits. More detailed information will be provided at the next Personnel Committee meeting on August 11th.

[14-1557](#)

Request from Greg Vadney to fill vacant Security Guard positions at the Rahr-West Art Museum.

Moved by Able, seconded by McMeans, that this Request be approved. The motion carried by the following vote:

Aye: 3 - Able, Hennessey and McMeans

[14-1558](#)

Request from Greg Vadney to hire a temporary employee to fill in during an employee's medical leave.

Moved by Able, seconded by McMeans, that this Request be approved. The motion carried by the following vote:

Aye: 3 - Able, Hennessey and McMeans

[14-1554](#)

Request from Police Chief for approval of out-of-state travel request for Det. Sgt. Vorpahl to participate on an on-site visit to Cook County, Illinois regarding the Juvenile Justice System.

Deputy Police Chief Bridget Brennan briefly explained the importance of the training.

Moved by Able, seconded by McMeans, that this Request be approved. The motion carried by the following vote:

Aye: 3 - Able, Hennessey and McMeans

[14-1219](#)

Resolution to approve revised job descriptions for Crime Prevention Sergeant and Court/Evidence Clerk within the Police Department.

Moved by Able, seconded by McMeans, that this Resolution be recommended for approval to the Common Council. The motion carried by the following vote:

Aye: 3 - Able, Hennessey and McMeans

[14-1560](#)

Compensation for Police Lieutenants and Captains.

Rochelle Blindauer and Steve Corbeille explained the overpayment of wages as a result of recomputation of wages of the new Pay Plan, and advised that letters have been sent out to the 11 affected employees.

[14-1555](#)

Recommendation from Carlson Dettmann on the Compensation Study wage scale appeals.

Rochelle Blindauer distributed the summary of Carlson Dettmann's recommendations. Committee discussed and decided to wait until the August 11th meeting when the full committee would be present to further discuss and make a recommendation to the Common Council. An accounting of the financial impact will be presented. Rochelle will email the summary to the other Committee members and will be communicating with employees having no change to their grade.

Rochelle advised she is working on a formal recommendation for guidelines to implement the new Pay Plan going forward for promotions, new hires, etc.

6. SCHEDULE NEXT MEETING

Next meeting scheduled for Monday, August 11th, 2014 at 5:00 p.m.

7. ADJOURNMENT

Moved by McMeans, seconded by Able, to adjourn at 4:35 p.m. The motion carried by the following vote:

Aye: 3 - Able, Hennessey and McMeans

Submitted by Rochelle Blindauer, Human Resources Director