



City of Manitowoc

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

Meeting Minutes - Final Personnel Committee

Monday, January 12, 2015

5:00 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. ROLL CALL

Kathleen McDaniel, Rochelle Blindauer, Alder Patrick Brandel, Todd Blaser, Tony Dick, Mayor Justin Nickels, Dan Koski, Derek Tauschek, Gene Reilly, Scott Yindra, Karen Dorow, Jessie Lillibridge

Present: 3 - Able, Hennessey and Sitkiewitz

Absent: 2 - Schema and McMeans

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

REMOVAL OF CONSENT AGENDA ITEMS: None

- [15-075](#) Approval of November 17, December 2, December 8, 2014 Personnel Committee Minutes.
- [15-076](#) Review of legal fees billed out through Human Resources.
- [15-077](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-078](#) Report on Health Plan Funding.
- [15-079](#) Report out of Human Resources initiatives.
- [15-080](#) Report out of City Attorney's Office initiatives.

APPROVAL OF CONSENT AGENDA

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

Aye: 3 - Able, Hennessey and Sitkiewitz

5. DISCUSSION AND ACTION ITEMS

6. CONVENE IN CLOSED SESSION

[15-081](#) Associate Planner/Economic Expeditor request for wage increase.

[14-2645](#) Streets Department Wages.

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter that may be considered in closed session is:
15-081 and 14-2645 as noted above.

Moved by Sitkiewitz, seconded by Hennessey, to convene in closed session at 5:05 p.m. The motion carried by the following roll call vote:

Aye: 2 - Hennessey and Sitkiewitz

Nay: 1 - Able

Alder McMeans arrived at 5:10 p.m.

Alder Schema arrived at 5:17 p.m.

Present: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

7. RECONVENE IN OPEN SESSION

Moved by Able, seconded by Schema, to reconvene in open session at 5:28 p.m. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[15-081](#) Associate Planner/Economic Expeditor request for wage increase.

This item was removed from discussion.

[14-2645](#) Streets Department Wages.

Three employees from the Streets department were present and requested that they be moved up one step on the compensation plan and be reimbursed the 15% that they had been asked to pay back to the City.

Moved by Able, seconded by Sitkiewitz, to deny the request for the 15% reimbursement. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

Moved by Sitkiewitz, seconded by Schema, to deny a step increase. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

Derek Tauschek, Gene Reilly and Scott Yindra left the meeting.

[15-082](#)

Administration of PTO for new employees.

Rochelle Blindauer presented a plan that would allow new employees the option of having PTO available to use upon hire. She recommended either allowing the PTO balance to go negative the first 6 months or front-loading one week of PTO. Alder Able indicated that employees were always welcome to request an exemption from the Committee. Alder Hennessey recommended that new employees needing time off be made aware that they could bring the issue to the Committee. Kathleen McDaniel recommended that this be added to the Employee Policy Manual during the next revision.

Alder Sladky arrived at 5:49 p.m.

[15-083](#)

Wellness Reimbursement Program.

Rochelle Blindauer discussed the Wellness Reimbursement Program, which will reimburse up to \$120 annually to participants for fitness memberships. In addition to the wellness budget, unused flexible spending plan funds from 2014 will also be available to fund this program. The reimbursements will be considered income and will be listed on W-2 forms. Discussion ensued on how competitive the plan is compared to other plans. Alder Brandel inquired whether participants were required to work out eight times per month and recommended that it be changed to 24 times per quarter to avoid confusion.

Moved by Able, seconded by Sitkiewitz, to approve the program as presented.

The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[15-089](#)

Update on Mayor/HR/Attorney Departments Reorganization.

Mayor Nickels updated Committee that reorganization is going well. Rochelle Blindauer indicated that things were going well in the Human Resources Department. Kathleen McDaniel indicated that Attorney's office is extremely busy. She is pursuing the hiring of an employee from Holiday House for 10 hours per week.

[15-090](#)

Police Department Travel Request - National Forensic Academy Symposium.

McMeans inquired why two officers would be attending. Chief Dick replied that since they were driving, the cost would be significantly less and that this was a great opportunity for the officers to attend the training seminar.

Jim Muenzenmeyer arrived at 6:15 p.m.

Moved by Able, seconded by Schema, to approve the travel request for two officers. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[15-098](#)

Discussion on Step Appeal Policy.

Rochelle Blindauer updated the Committee on the internal equity situation. She inquired whether there was a way for employees to appeal their pay based on tenure, etc. Alder McMeans inquired as to how many appeals we would anticipate. Alder Able questioned why we would move off of the compensation plan. Discussion ensued on how long appeals would be accepted. Alder Able indicated that there are not just the two options (appeal policy or no more appeals). He feels every employee has the right to appeal their pay. Kathleen McDaniel indicated that there were many questions from employees about step appeals. The consensus was that a policy is not necessary and that the pay steps have been established.

8. SCHEDULE NEXT MEETING

9. ADJOURNMENT

Moved by Schema, seconded by Able, to adjourn. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

Submitted by Rochelle Blindauer, Human Resources Director.