



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

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Monday, June 1, 2015

5:00 PM

Council Chambers

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### 1. CALL TO ORDER

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

### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Steve Corbeille, Todd Blaser, Tony Dick, Rob Barbier, Chad Scheinoha, Dan Koski, Karen Dorow, Jessie Lillibridge*

**Present:** 4 - Hennessey, Able, McMeans and Brandel

**Absent:** 1 - Sladky

### 3. PUBLIC COMMENT

*None.*

### 4. CONSENT AGENDA

*Alder Brandel asked for a corrected page three of the Health Plan Funding report regarding the HRA participation. A bill was not received for Municipal Court legal fees at the time of the meeting.*

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

REMOVAL OF CONSENT AGENDA ITEMS: None.

- [15-581](#) Approval of May 11 and May 26, 2015 Personnel Committee Minutes.
- [15-582](#) Review of legal fees billed out through Human Resources.
- [15-583](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-584](#) Report out on Health Plan Funding.
- [15-585](#) Report out of Human Resources Initiatives.
- [15-586](#) Report out of City Attorney's Initiatives.

### Approval of the Consent Agenda

**Moved by Able, seconded by Brandel, to accept the Consent Agenda Items noting**

that a correction would be made to the Health Plan Funding report. The motion carried by the following vote:

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

## 5. DISCUSSION AND ACTION ITEMS

### 15-568

Police Department Out-of-State Travel Request - Crime Prevention.

*A request was made for a Police Department employee to attend a crime prevention course in November. All expenses for this course will be paid for by Healthiest Manitowoc County Coalition. Alder Brandel questioned whether Jacobs participates in building plans and safety assessments.*

**Moved by McMeans, seconded by Able, that the travel request be approved. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

### 15-571

Finance Department Out-of-State Travel Request - GFOA Academy.

*A request was made for a Finance employee to attend a GFOA seminar in September. In response to a question from Alder McMeans, Steve Corbeille indicated that Kim would be more involved in the budget process going forward.*

**Moved by Able, seconded by McMeans, that the travel request be approved. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

*Steve Corbeille left the meeting at 5:09 p.m. Alder Sladky arrived at 5:10 p.m.*

**Present:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

### 15-602

Backfill Administrative Assistant Position at Police Department.

*Deb Duane filled the Accountant position so her position at the Police Department needs to be filled. Tony Dick indicated that they want cross-training between the Administrative Assistant and the Office Manager for redundancy. Alder Able questioned whether the job description needs to be approved. The job description was changed slightly to include learning the duties of the Office Manager. The consensus was to authorize Human Resources to post the job immediately subject to the approval of the Public Safety Committee.*

**Moved by Able, seconded by Sladky, to approve filling of the position with the job description as amended, subject to approval by the Public Safety Committee. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

### 15-588

Parks Laborer Promotion.

*Rochelle Blindauer discussed the proposed Resolution indicating that the caretaker position would be eliminated and the current employee in this position be moved into the*

laborer position. There will be a slight budget impact but it will be offset by a Worker's Compensation case. Chad Scheinoha indicated that having three laborers would give him more flexibility. Dan Koski stated that this helps the department to function more smoothly as the tasks could be distributed more evenly. Discussion ensued on whether the position would remain in the comp plan, why the position was originally created and the budget impact in the future. Additional duties in the Laborer position include direction of seasonal employees and operation of the snowplows.

**Moved by Able, seconded by Brandel, to recommend adoption of Resolution and to eliminate the Caretaker position. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

Chad Scheinoha left the meeting at 5:25 p.m.

[15-569](#)

Disabling Web-Based Email for Non-Exempt Employees.

Rochelle Blindauer indicated that she wants to ensure that the City is following FLSA standards. One of her concerns is non-exempt employees using email at home and when not working. IT can disable web email access at certain times of the day. Other cities have stated that it is a concern as well, and that they would like to hear our solution. If we do not lock down the email, we need a policy and need to ensure that it is enforced. Discussion ensued on the practicality of disabling non-exempt employees' web email. Kathleen McDaniel explained that these employees have good intentions but if they are using email while not working, we are required to pay them under FLSA. The consensus was to bring this back for discussion at a future meeting.

[15-570](#)

New ID/Key Access Cards Template Approval.

A sample of the new key access cards for City Hall and the Police Department was provided to the Committee for review. Discussion ensued on the new cards and why last names were not included. Kathleen McDaniel explained that it was due to safety concerns, especially for frontline employees. If the badges are lost, employee will be charged \$3.75 per card. The cards can be disabled as necessary.

[15-587](#)

Interim Pay Policy.

This policy was presented in response to an item on the previous agenda. Rochelle Blindauer explained that if an employee is required to take a leadership position, they would qualify for interim pay. Alder Brandel requested a list of positions to which this policy would apply. A lengthy discussion ensued regarding how to quantify the expectations of the employee; that the policy takes away the ability of the Committee to save money by not filling a vacant position; questions on how to define a leadership position; concerns about the lack of subjectivity in a policy of this type, along with the precedent that is set by the policy. Alder Able suggested providing guidelines in consideration of compensation. The Human Resources Department will develop guidelines for the Committee to review.

## 6. CONVENE IN CLOSED SESSION

**A motion was made by Able, seconded by Scott McMeans, to convene in closed session at 6:01 p.m. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

**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:**

[15-604](#) Department Head Evaluation Timelines, Procedures, and role of Standing Committees.

*Alder McMeans left the meeting at 6:28 p.m.*

*(Closed Session portion of Minutes has been redacted.)*

## **7. RECONVENE IN OPEN SESSION**

**A motion was made by Able, seconded by Sladky, to reconvene in open session at 6:30 p.m. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

[15-604](#) Department Head Evaluation Timelines, Procedures, and role of Standing Committees.

## **8. ADJOURNMENT**

**A motion was made by Brandel, seconded by Sladky, to adjourn at 6:30 p.m. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

*Submitted by Rochelle Blindauer, Human Resources Director.*