



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, March 6, 2017

6:00 PM

Council Chambers

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

Jessie Lillibridge, Dan Koski, Attorney Kathleen McDaniel, Todd Blaser, Patrick Glynn, Kristin Stoeger, and Debbie Charney.

Present: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

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: None

[17-0227](#) Approval of February 6, 2017 Personnel Committee Minutes.

[17-0228](#) Review of legal fees billed out through February 2017-Human Resources.

[17-0231](#) Report out of Human Resources Initiatives March, 2017.

[17-0232](#) Report out of City Attorney's Initiatives March, 2017.

Approval of the Consent Agenda

Moved by Sladky, seconded by Able, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

5. Discussion and Action Items

[17-0221](#)

Resolution to accept agreement for review of compensation plan - representative from Carlson Dettmann to provide data.

Patrick Glynn from Carlson Dettman approached the table. Jessie Lillibridge explained to committee that HR needs to review comp plan yearly. Lillibridge wants to review now and have complete by mid July to be ready for budget planning for 2018. Glynn reviewed a handout with committee about marketplace and public sector and numbers on current data vs. prior study data.

Moved by Brey, seconded by Able, to recommend entering into agreement and this Resolution be referred to the Finance Committee and onto Council if passed. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0251](#)

Resolution to accept recommendation of Benefits Consultant and Wellness Consultant for 3-year terms beginning on January 1, 2018.

Jessie Lillibridge explained that HR accepted seven proposals for Benefit Consultation. Attorney Kathleen McDaniel, Steve Corbeille, and Jessie Lillibridge sat down with four of those firms to discuss their proposals. As a group they proposed to recommend retaining Associated Benefits and Risk Consulting, which is the current consultant, for a three year period. The group also explained that Forsite Benefits gave impressive wellness platforms and would like to introduce as a component of our wellness program. Lillibridge stated the committee is looking for consistency for employees.

Moved by Able, seconded by Brey, to approve this Resolution for recommendation of Benefits Consultant and Wellness Consultant for 3-year term beginning January 1, 2018 and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0224](#)

Fire Department- out-of-state travel request - Congressional Fire Service Institute

Chief Blaser approached the table to explain the Congressional Fire Service Institute to the committee. Blaser stated that this is a chance to discuss topics on legislation and upcoming changes with peers and to discuss various issues departments are facing.

Moved by Brey, seconded by Able, to approve the Fire Department- out-of-state travel request to the Congressional Fire Service Institute. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0223](#)

Fire Department out-of-state travel request - Peer Fitness Training

Chief Blaser approached the table to explain the Peer Fitness Training to the committee. Blaser stated that this is something the attending employee is passionate about and would like to gain the knowledge to come back and spread the information to the department as a whole. Alder Brey asked how this can be budget neutral? Blaser responded that the employee is paying for the trip on his own since it is something he feels so passionate about.

Moved by Brey, seconded by Able, to approve the Fire Department- out-of-state travel request for Peer Fitness Training. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0219](#)

Out of state travel request from Police Chief Nick Reimer for Officer Jason Koenig to attend K9 Handler Training during the dates of April 16th to the 30th, recommending approval.

The committee discussed that this item was approved at the Public Safety meeting and referred to the Personnel Committee. There was discussion about this being budget neutral due to the training being paid by fundraising.

Moved by Sladky, seconded by Howe, to approve the Police Department- out-of-state travel request for K9 Handler Training. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0222](#)

Resolution adopting revised Employee Policy Manual updates.

The committee discussed that there were changes that needed to be updated to the Employee Policy Manual and agreed with the changes.

Moved by Able, seconded by Sladky, to approve the Employee Policy Manual revisions and refer to Council for adoption. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0225](#)

Resolution to approve revised job descriptions within the Department of Public Infrastructure, WWTF, and Police departments.

Jessie Lillibridge explained to the committee that there are very minor changes and job title changes with this request for the group of job descriptions that need updating and that there will be more in the future since this is an ongoing project.

Moved by Able, seconded by Brey, to approved revisions of job descriptions for DPI, WWTF and Police Depts. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0234](#) Resolution to allow immediate posting of job openings in hiring process.

There was discussion on posting open positions and what approvals are necessary currently to clarify the process. The language of the resolution was discussed.

Moved by Howe, seconded by Able, to approve immediate posting of positions as requested in the draft resolution and to refer to council for adoption. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

6. Convene In Closed Session

A motion was made by Alderperson Jim Brey, seconded by Alderperson Christopher Able, to convene in closed session at 6:50 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

[17-0233](#) Central States Agreement regarding reimbursement.

[17-0226](#) Police contract negotiations.

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

7. Reconvene In Open Session

A motion was made by Alderperson Jim Bray, seconded by Alderperson Christopher Able, to reconvene in open session at 7:06 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0233](#) Central States Agreement regarding reimbursement.

Moved by Able, seconded by Sladky, to draft an agreement with teamsters to reflect our current practices. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0226](#) Police contract negotiations.

This Report was placed on file

8. Adjournment

A motion was made by Alderperson Jim Brey, seconded by Alderperson Mike Howe, to adjourn at 7:08 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

Submitted by Jessie Lillibridge, Human Resources Director