



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, March 5, 2018

6:00 PM

Council Chambers

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#### 1. Call to Order

The meeting was called to order at 6:00 P.M.

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Dan Koski, Stacey Groll, Mike Sgarioto, Anthony Kraemer, Larry Reimer, Steve Doolan, Don Jeske, Sue Jeske, Bryan Marshall, Sue Marshall, Gregory Goertz, Karen Goertz, Bruce Williams, Gene Reilly, Tony Wiesner, Heath Belongie, Daniel Behnke, Derek Naibert, Brad Rusboldt, Doug Oswald, Scott Yindra, Jill Yindra, Brad Busse, Lee Hagenow, Ron Nehring, Eric Bauer, Kerry Krajnik, Mary Krajnik, Greg Wuensch, Billy Hutterer, Jason Richardson, Beth Krichman, Mike Mullane, and Debbie Charney.

**Present:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

#### 4. Public Comment

None

#### 5. 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

- [18-0229](#) Approval of February 5, 2018 Personnel Committee Minutes.
- [18-0230](#) Review of legal fees billed out through February 2018-Human Resources.
- [18-0231](#) Report out on Health Plan Funding.
- [18-0232](#) Report out of Human Resources Initiatives February, 2018.
- [18-0233](#) Report out of City Attorney's Initiatives February, 2018.

#### Approval of the Consent Agenda

**Moved by Czekala, seconded by Novak, to accept the Consent Agenda items. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

## 6. Discussion and Action Items

[18-0178](#)

Resolution establishing the health insurance coverage offered by the City in 2019 will be the City insurance plan, unless otherwise required by collective bargaining agreements.

Alder Sitkiewitz explained that Personnel Committee had approved this item and it moved to the Common Council for approval and it was sent back to Personnel Committee for further discussion. Sitkiewitz opened the floor for those attending to discuss this item if they wished to do so.

Central States representative Mike Mullane approached the table to explain the benefit coverage for the DPW employees that are currently covered by Central States Insurance and the Participation Agreement. Multiple employees and retirees approached the table to express their view on the item being discussed. Jessie Lillibridge, Human Resources Director and Kathleen McDaniel, City Attorney, also spoke to the issues being discussed such as coverage and comparison to the City's health plan, Anthem.

## 7. Convene In Closed Session

**A motion was made by Czekala, seconded by Novak, to convene in closed session at 7:28 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

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:

[18-0178](#)

Resolution establishing the health insurance coverage offered by the City in 2019 will be the City insurance plan, unless otherwise required by collective bargaining agreements.

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

## 8. Reconvene In Open Session

**A motion was made by Czekala, seconded by Kummer, to reconvene in open session. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0178](#)

Resolution establishing the health insurance coverage offered by the City in 2019 will be the City insurance plan, unless otherwise required by collective bargaining agreements.

No discussion.

**Moved by Czekala, seconded by Gabriel, that this Resolution be placed on file and referred to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0238](#)

Sick Leave Policy Discussion

Lillibridge explained current sick leave policy and proposed changes effective January 1, 2019 to allow three days of the current sick leave bank be used for any medical related reason. There was discussion of current plan which is only accessible to employees to use if absent four days or on a qualified FMLA designation. Currently the first three days absent would have to be taken out of PTO bank and the fourth day could be used from the sick bank and so on. Sitkiewitz recommended Lillibridge meet with Mayor Nickels and discuss and bring back to Personnel for the April 2, 2018 meeting.

[17-0559](#)

City/Library Employee Policy Manual Merger July, 2018.

Lillibridge explained that she and the Library Director have been working together since last June to combine the Employee Policy Manual with the Library's Employee Policy Manual since they are now two separate policies. Lillibridge reviewed the main talking points and changes to the policy manual. Lillibridge was asked to remove the sick leave change proposal and place on the agenda again next month.

[18-0228](#)

Reclassification of Engineering Technician to GIS/Land Records Analyst and approval of Job Description.

Dan Koski approached the table to explain the justification of the reclassification of this position. The employee in this role took on more duties than the job description entailed several years ago. Initially, it was unknown whether this would be a temporary situation. Koski and Lillibridge revised the job description and submitted to Carlson Detmann for a recommendation of the classification of the new job description for placement within our current compensation table. The recommendation is to accept the job description revisions and title change and to move this revised position from Grade H to Grade J.

**Moved by Sitkiewitz, seconded by Czekala, to approve reclassification of Engineering Technician to GIS/Land Records Analyst and approval of job description and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0227](#)

Discussion and possible Committee action: Compatibility of Offices.

Gabriel discussed the details of the item.

## 9. Adjournment

**A motion was made by Czekala, seconded by Kummer, to adjourn at 8:41 p.m.  
The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

Submitted by Jessie Lillibridge, Human Resources Director