



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, October 1, 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, Justin Nickels, Attorney Mark Olson, Rhienna Gabriel, Amy Eisenschink, Scott McMeans, and Debbie Charney.

**Present:** 4 - Sitkiewitz, Kummer, Novak and Williams

**Absent:** 1 - Czekala

#### 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

- [18-0986](#) Approval of September 6, 2018 Personnel Committee Minutes.
- [18-0987](#) Review of legal fees billed out through September, 2018-Human Resources.
- [18-0988](#) Report out on Health Plan Funding.
- [18-0989](#) Report out of Human Resources Initiatives October, 2018.
- [18-0990](#) Report out of City Attorney's Initiatives October, 2018.

APPROVAL OF CONSENT AGENDA

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

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

## 5. Convene in Closed Session

**A motion was made by Novak, seconded by Williams, to convene in closed session at 6:02 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

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:

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters  
Local 368 contract negotiations.

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

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:

[18-1034](#) Discussion on Vendor Complaint Regarding an Employee.

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

## 6. Reconvene in Open Session

**A motion was made by Novak, seconded by Williams, to reconvene in open session at 7:46 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters  
Local 368 contract negotiations.

No discussion

[18-1034](#) Discussion on Vendor Complaint Regarding an Employee.

No discussion

## 7. Discussion and Action Items

[18-0991](#) Law Enforcement Employee Relations Division of the Wisconsin  
Professional Police Association Contract Memo of Understanding

HR Director Lillibridge explained that the Police Union brought this item forward as an addendum to their contract. It would change the payment of union dues from 90-days after hire to immediately upon hire. Also, the MOU includes language to comply with the current Janus ruling that came through the Supreme Court stating if an employee wish to revoke paying any dues, the City would require something in writing.

**Moved by Novak, seconded by Williams, to accept this memo of understanding in the Police contract and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-0985](#)

Self-Funded Workers' Compensation Plan Intent and Agreement Resolution for 2019-2021.

HR Director Lillibridge explained the City of Manitowoc became self-funded in 2016 and a requirement by the Department of Workforce Development, this resolution is required to be approved every three years.

**Moved by Novak, seconded by Kummer, for a resolution to accept the request for self-funded Workers Comp plan intent form 2019-2021 and send Council for approval. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-1009](#)

Manty Health and Wellness Clinic Renewal for 2019 and 2020.

HR Director Lillibridge explained that this is an amendment to the MHWC two year contract to extend for 2019 and 2020. The biggest change in the contract is moving from a model where we pay for a separate location and staff fee to a \$7 per member per month fee and only allow those employees who are on our health insurance to utilize the clinic. This is a cost savings to the City. Mayor Nickels asked Lillibridge why this contract is not in tandem with the health plan in place. Lillibridge explained that the agreement is with Aurora which is a separate service from Anthem Blue Cross Blue Shield. Alder McMeans explained the logistics of the contracts. Alder Novak asked whether we would still be able to utilize the Clinic if we go with a different health insurance provider. Lillibridge explained it would not have bearing on the agreement since they are two separate agreements.

**Moved by Novak, seconded by Williams, to renew the proposed 2019-2020 amendment to the original agreement with the Manty Health and Wellness Clinic and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-0996](#)

Request to Increase the Compensation Plan Based on the Recommendation from Consultant

HR Director Lillibridge explained that per the Employee Police Manual, this item is to be presented to the Committee in the third quarter of each year

after receiving data from the City's compensation expert. In 2017, the City paid \$12,000 to retain a consultant to perform a comparison study and revise the compensation plan since it had not been revised for four years. Lillibridge's concern is if not continually reviewed that another costly revision will occur again. Lillibridge proposed an increase of the structure on October 2019 of 2% for a cost of around \$44,000. Alder Sitkiewitz explained that he wants employees to be fairly compensated but he is focused on the Performance Review process to help attain this goal. There was some discussion on this matter.

**Moved by Sitkiewitz, seconded by Kummer, that this request be placed on file and brought back in 2019 for possible increase in January 2020. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-0997](#)

Unpaid leave of absence request for Transit employee.

**Moved by Novak, seconded by Williams, to approved the unpaid leave of absence request for a Transit employee. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-1004](#)

Workers Compensation Claims Policy

Attorney McDaniel explained to committee that the City has been self-insured since 2016 and under the advisement of CVMIC as to how claims are paid out. There are some disputed claims that come up and McDaniel proposes establishing a formal Claims Committee to be comprised of the HR Director, Finance Director and the City Attorney. The purpose behind this is to grant approval and sign off on the claim and settle if the claim is under \$50,000 based on the recommendation from CVMIC and outside counsel but anything over \$50,000 would still go through PC and Council for approval. Claims Committee would also be authorized to make expenditures from the workers compensation budget for risk management and safety. There was some discussion on the matter.

**Moved by Kummer, seconded by Novak, to accept this request for a Workers Compensation Claims Policy not to exceed \$50,000 of new money and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-0995](#)

Update to Electronic Communications Policy

Attorney McDaniel explained that training on Electronic Communication Policy is her responsibility. She has updated the policy to make it more easily understood. There were only a few slight changes made. Alder McMeans joined the conversation and asked if there is a current expectation on how the signature line looks in email for employees at this

time. It was discussed that the Mayor could possibly suggest how he wishes to have signature lines presented.

**Moved by Novak, seconded by Williams, that the update to the Electronic Communications Policy be accepted as presented and kept in the Employee Policy Manual to be implemented with the next revision and referred to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

[18-1033](#)

Committee Budget Directives to Mayor.

Alder Sitkiewitz stated that he will be strongly supporting a module for Performance Management software through Kronos. HR Director stated that she had put \$6000 in the budget request for 2019.

**Moved by Novak, seconded by Williams, to recommend to the Mayor granting Performance Management Software into the 2019 budget no to exceed \$6000. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

## 8. Adjournment

**A motion was made by Novak, seconded by Sitkiewitz, to adjourn at 8:15 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Kummer, Novak and Williams

Submitted by Jessie Lillibridge, Human Resources Director.