



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, January 7, 2019

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, Julia Lee, Steve Corbeille, Marlo Kohlmann, Chad Scheinoha, Jeremy Walvoord, Rob Barbier, Dan Koski, and Debbie Charney.

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

**Absent:** 1 - Williams

#### 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

[19-0006](#) Approval of December 3, 2018 Personnel Committee Minutes.

[19-0007](#) Review of legal fees billed out through December, 2018-Human Resources.

[19-0008](#) Report out on Health Plan Funding.

[19-0009](#) Report out of Human Resources Initiatives January, 2019.

[19-0010](#) Report out of City Attorney's Initiatives January, 2019.

APPROVAL OF CONSENT AGENDA

**Moved by Czekala, 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, Czekala, Kummer and Novak

## 5. Discussion and Action Items

[19-0011](#)

PD-Out of State Travel Request-ILEETA Conference-March 18-23, 2019, recommending approval.

Assistant Chief, Rob Barbier, explained to the committee the need to send two employees to the ILEETA Conference from March 18-23, 2019 in St. Louis, MO. This is an international conference and the two employees would come back and share their information with the department. Alder Kummer asked about meal allowance for out of state travel.

**Moved by Czekala, seconded by Novak, to approve the out of state travel request and refer to Council on Consent Agenda. The motion carried by the following vote:**

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

[19-0015](#)

DPI-Out of State Travel Request-Bus Inspections, recommending approval.

Jeremy Walvoord and Dan Koski explained to the committee that it is important to send employees to inspect the new fleet of buses. This would be for 3 days in California. Alder Kummer asked why there is a request to send two employees instead of one. Walvoord answered that he is fairly new and Mike Sgarioto is a mechanic very familiar with buses and has worked with this project since implementation.

**Moved by Novak, seconded by Czekala, to approve the out of state travel request for DPI for bus inspections and refer to Council for Consent Agenda. The motion carried by the following vote:**

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

[19-0018](#)

Finance-Out of State Travel Request-Annual Springbrook User Conference-Portland, OR-June 11-14, 2019, recommending approval.

Steve Corbeille explained to the committee that the Springbrook User Conference is an annual meeting and is held June 11-14 in Portland, OR. He wants to send the new Payroll Administrator as well as the DPI Business Manager since there are options for DPI with work orders in the system. Alder Kummer asked about the meal rates for out of state training. Alder Sitkiewitz asked Corbeille what he prepares to take to the meeting with him as far as questions or issues. Corbeille explained that those items are taken care of as needed throughout the year.

**Moved by Novak, seconded by Czekala, to approve and forward to Council as consent the out of state travel request for Finance to Springbrook User Conference. The motion carried by the following vote:**

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

[18-1221](#)

## EPM Overtime/Call-In-Pay Proposed Language Change

Chad Scheinoha gave an overview of the issues with examples and scenarios of the Call-In-Pay that our EPM follows. Scheinoha conducted a survey with other municipalities and received six responses back and compiled that information for the committee to review. Scheinoha read what the Green Bay Public Works and Clintonville responses were to him. Jessie Lillibridge added that red lined version of the EPM were attached to clarify what the definition of call in pay is. Lillibridge asked the committee to approve the language change for morale issues and also because it likely will not occur that often. Alder Czekala commented that it was surprising that the City does not already do what is being proposed. Alder Sitkiewitz stated that he does not agree with PTO being included with this language and believes it could skew metrics if pay for performance were implemented. Scheinoha commented that performance evaluations currently include call in participation of employees outside of their 40 hours worked to meet expectations. Alder Novak stated that he supports the PTO, Holiday, and comp time as part of the language. Sitkiewitz asks what departments will be using this. It was explained that it is mainly DPI and possible WWTF. Alder Novak asked what the costs would be to implement and it was explained to be around \$10,000 annually.

**Moved by Czekala, seconded by Novak, that this Request be approved and referred to council. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Kummer and Novak

**Nay:** 1 - Sitkiewitz

[18-1220](#)

## Discussion on Policy to Donate Leave

Jessie Lillibridge explained a scenario where an employee terminating employment from the City wanted to donate his sick leave bank into a pool for others to use for future qualified FMLA leaves. Lillibridge conducted a survey of her usergroup counterparts and created a draft policy, as asked to do by the committee last month. This policy would allow current employees the ability to request to donate their accrued PTO to this bank. Alder Kummer questioned why the employee must have a balance of at least 12 days or 96 hours to be able to donate. Lillibridge explained it is to ensure that employees are keeping enough PTO to care for themselves if the need arises.

**Moved by Sitkiewitz, seconded by Czekala, to approve this policy as written and refer to Council. The motion carried by the following vote:**

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

[18-1228](#)

## Pay for Performance and Sustainability of Compensation Plan.

There was no discussion on this item.

## 6. Convene in Closed Session

**A motion was made by Jeremiah Novak, seconded by Lee H. Kummer, to convene in closed session at 6:31 p.m. The motion carried by the following vote:**

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

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:

[19-0012](#) Unpaid Leave of Absence Request for Transit Employee, recommending to approve the request.

(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)(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.)

## 7. Reconvene in Open Session

**A motion was made by Jeremiah Novak, seconded by Lee H. Kummer, to reconvene in open session at 6:47 p.m. The motion carried by the following vote:**

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

[19-0012](#) Unpaid Leave of Absence Request for Transit Employee, recommending to approve the request.

There was no discussion on this item.

**Moved by Czekala, seconded by Novak, to approve the unpaid leave of absence request for Transit employee and refer to Council on the consent agenda. The motion carried by the following vote:**

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

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

There was no discussion on this item.

## 8. Adjournment

**A motion was made by Jeremiah Novak, seconded by Vice Chair Steven Czekala, to adjourn at 6:48 p.m. The motion carried by the following vote:**

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

Submitted by Jessie Lillibridge, Human Resources Director.