



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Tuesday, September 8, 2020

6:00 PM Council Chambers. Meeting also available via Remote Conferencing

1. Call to Order

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

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Scott McMeans, Justin Nickels, Steve Corbeille, Kerry Peck, and Debbie Charney.

Present: 4 - Czekala, Sitkiewitz, Hansen and Schlei

Absent: 1 - Bailey

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

- [20-0865](#) Approval of August 3, 2020 Personnel Committee Minutes
- [20-0866](#) Review of Legal Fees Billed out Through August, 2020-Human Resources
- [20-0867](#) Report out on Health Plan Funding
- [20-0868](#) Report out of Human Resources Initiatives September, 2020
- [20-0869](#) Report out of City Attorney's Initiatives September, 2020

Approval of the Consent Agenda

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

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

5. Discussion and Action Items

[20-0864](#)

USI (formerly ABRC) Presentation of Health Care Plan Recommendations for 2021

Shawn Esslinger from USI presented to the committee on the recommended 2021 health plan for the City of Manitowoc. There was some conversation on possible scenarios when moving forward into 2022 as well.

Moved by Czekala, seconded by Hansen, to approve the recommendations on the health care plan for 2021 as presented by USI (formerly ABRC) and refer to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-0862](#)

Request Approval to Update GIS Coordinator Job Description

Human Resources Director Jessie Lillibridge explained to the committee the details of the request to change the current Associate Planner/GIS Coordinator job description to GIS Coordinator and update the job description to reflect the current duties of the position.

Moved by Sitkiewitz, seconded by Hansen, to approve the request to update the GIS Coordinator job description and refer to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-0863](#)

Request Approval of Telework Policy

Human Resources Director Jessie Lillibridge explained that the current pandemic prompted the Telework Policy's creation and how the City will be able to use this policy in the future for an issue like this or other types of situations.

Moved by Hansen, seconded by Schlei, that this request for the creation of a Telework Policy be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-0872](#)

Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

Moved by Sitkiewitz, seconded by Schlei, that this resolution to hire a seasonal employee related to an elected official, department head or supervisory personnel be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

6. Convene in Closed Session

**Moved by Hansen, seconded by Schlei, to convene in closed session at 6:47 p.m.
The motion carried by the following vote:**

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

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:

[20-0227](#) Firefighter Bargaining

[20-0898](#) Police Contract Bargaining

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:

[20-0878](#) Discussion on Finance Director Recruitment

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

7. Reconvene in Open Session

Moved by Schlei, seconded by Sitkiewitz, to reconvene in open session at 7:10 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-0227](#) Firefighter Bargaining

No discussion/action on this item

[20-0898](#) Police Contract Bargaining

No discussion/action on this item

[20-0878](#) Discussion on Finance Director Recruitment

No discussion/action on this item

8. Adjournment

Moved by Sitkiewitz, seconded by Schlei, that this meeting be adjourned at 7:11 p.m.

The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

Submitted by Debbie Charney, Human Resources Generalist