



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, April 5, 2021

5:30 PM Council Chambers. Meeting also available via Remote Conferencing-Zoom

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Tina Shallow, Nick Reimer, and Debbie Charney

Present: 5 - Czekala, Sitkiewitz, Hansen, Schlei and 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

- [21-0270](#) Approval of March 1, 2021 Personnel Committee Minutes
- [21-0269](#) Review of Legal Fees Billed out Through March, 2021-Human Resources
- [21-0268](#) Report out on Health Plan Funding
- [21-0267](#) Report out of Human Resources Initiatives April, 2021
- [21-0266](#) Report out of City Attorney's Initiatives April, 2021

Approval of the Consent Agenda

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

Aye: 5 - Czekala, Sitkiewitz, Hansen, Schlei and Bailey

5. Discussion and Action Items

[21-0265](#)

Request to Revise PD Clerk Typist Job Description and Reclassify and Rename Position to PD Administrative Clerk

Human Resources Director Jessie Lillibridge explained to the committee that she has worked with both Tina Shallow, PD Office Manager, and Nick Reimer, Police Chief on updating job description for this job and getting a JDQ completed and working with Carlson Dettmann to get it priced on our compensation plan. Both Shallow and Reimer were in attendance to explain that the tasks of the job have varied over the years and there was a need to update the job and get it reclassified.

Moved by Sitkiewitz, seconded by Hansen, that this request to revise PD Clerk Typist job description and reclassify and rename the position to PD Administrative Clerk be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Hansen, Schlei and Bailey

[21-0263](#)

Discussion and Request to Approve Revised Backfill/Recruitment Process

Human Resources Director Jessie Lillibridge explained to the committee that the current backfilling of budgeted positions is determined by four separate Resolutions. This makes the backfilling process difficult for managers, administrative staff and Human Resources since there is confusion on the process each time a position needs to be backfilled. Lillibridge would like to see the process streamlined to make it simpler to follow. There was some discussion by the committee about reviewing job descriptions before approving a backfill and Lillibridge explained that job descriptions are being reviewed annually during performance reviews and all major changes would still be going to committee for approval.

Moved by Hansen, seconded by Schlei, to approve the revised backfill/recruitment process as proposed by HR and refer to council. The motion carried by the following vote:

Aye: 4 - Czekala, Hansen, Schlei and Bailey

Nay: 1 - Sitkiewitz

[21-0264](#)

Request to Enter Into Agreement with Concordia University

Human Resources Director explained to the committee that this agreement is similar with one we currently have in place with Lakeland University and had with the former Holy Family College. These agreements provide our employees and in some cases their family members as well a discount on tuition.

Moved by Schlei, seconded by Hansen, to approve the request to enter into an agreement with Concordia University and refer to council. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Hansen, Schlei and Bailey

6. Convene in Closed Session

Closed Session was not held due to a lack of updates on the agenda items.

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:

[21-0262](#) Fire Contract Negotiations-2022-2024

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[20-1077](#) Audit Results from Central States

7. Reconvene in Open Session

[21-0262](#) Fire Contract Negotiations-2022-2024

There was no discussion on this item

[20-1077](#) Audit Results from Central States

City Attorney Kathleen McDaniel explained that there was a confidential attachment to the agenda item for the committee which basically states that the City still owes money to the Union. McDaniel plans to continue to move forward.

8. Adjournment

Moved by Schlei, seconded by Hansen, that this meeting be adjourned at 5:53 p.m.. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Hansen, Schlei and Bailey

Submitted by Debbie Charney, Human Resources Generalist