

PERSONNEL COMMITTEE MINUTES

Monday, July 12, 2010

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on July 12, 2010 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons Hennessey, Olson, Schema and McMeans. Others present were Alders Sladky and Soeldner, Kristen Clark-Director of Human Resources/Risk Manager, Deb Geiger-Human Resources and Safety Coordinator, Val Mellon-Director of Public Works/City Engineer, and Tony Scherer-Interim Finance Director/Treasurer.

1. The meeting was called to order at 5:02 p.m.

Mayor Nickels entered at 5:03 p.m.

2. Approval of June 14, 2010 Personnel Committee Minutes. A motion was made by Alder Hennessey and was seconded by Alder Schema to approve the minutes. All members voted in favor. That vote being 5-0.

3. Public input of items germane to the Personnel Committee as authorized by Section 19.84(2) of the Wisconsin Statutes. None.

4. Discussion and possible action of request by Police Chief for out of state travel for a Sergeant to attend OJJDP, Underage Drinking Enforcement Conference on August 18-20, 2010. This item was removed from the agenda.

5. Discussion and possible approval of City of Manitowoc Seasonal Employment Policy. Kristen Clark presented the policy. In response to a request by the Personnel Committee at its previous meeting, a seasonal employee safety shoe policy was to be developed. In considering the safety shoe policy, the Human Resources Department determined that a comprehensive seasonal employment policy should be developed. The policy was presented to the Personnel Committee for its review and possible approval for recommendation to the Common Council. Upon approval by the Common Council, each manager would be required to submit a Position Description to the Personnel Committee for approval. It was noted that the policy would increase the minimum age for lifeguards from 16 to age 18. The current Lifeguard Position Description would need to be modified in that regard and resubmitted to the Personnel Committee for its approval. Clark indicated that the Seasonal Employment Policy would be reviewed with the supervisors who would be required to acknowledge receipt of the policy. Alder Hennessey made a motion to approve recommending the Seasonal Employment Policy for approval to the Common Council. Alder McMeans seconded the motion. All voted in favor of the motion. That vote being 5-0.

6. Update on action of the Finance Committee regarding hiring of Finance Director. Alder McMeans presented an overview of the previous Finance Committee meeting motion relative to the hiring of the Finance Director. Alder McMeans indicated

that the Finance Committee approved by a vote of 3-2 recommending resuming the process of filling the Finance Director position and upon filling of the position, the new Finance Director is to immediately review the Finance Department organizational structure and associated operational requirements for efficiencies. No action was taken.

7. Motion to resume hiring process for Finance Director action request.
Alder Schema made a motion to resume the hiring of the Finance Director with the first assignment upon hire to evaluate the structure of the department. Alder Able seconded the motion.

Aldersperson Brey entered at 5:30 p.m.

Following a lengthy discussion, a vote was taken on the motion. Three members voted in favor of the motion, those being Alders Able, McMeans and Schema and opposed were two, Alders Hennessey and Olson.

At 5:58 p.m. a motion was made by Alder Olson and was seconded by Alder Hennessey to convene in Closed Session. All members voted in favor by roll call vote to convene in Closed Session.

CLOSED SESSION

OPEN SESSION

10. Possible action regarding mediated settlement between City of Manitowoc Employees, Local 731 for labor contract year 2010. Alder Hennessey made a motion to recommend to the Common Council approval of the mediated settlement for the contract year 2010. Alder Olson seconded the motion. All members voted in favor of the motion. That vote being 5-0.

11. Schedule future meeting. The next regularly scheduled Personnel Committee meeting is set for Monday, August 9, 2010 at 5:00 p.m.

Alders Brey, Soeldner and Sladky exited the meeting at 6:15 p.m.

12. Adjourn. At 6:15 p.m. Alder Olson made a motion seconded by Alder Schema to adjourn the meeting. The meeting was adjourned.

Respectfully submitted,

Debra Geiger
Human Resources and Safety Coordinator