



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 2, 2022

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, Courtney Hansen, Nick Reimer, Amy Eisenschink, and Debbie Charney

Present: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

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

- [22-0381](#) Approval of the April 4, 2022 Personnel Committee Minutes
- [22-0382](#) Review of Legal Fees Billed out Through April, 2022-Human Resources
- [22-0395](#) Quarterly Report out on Health Plans
- [22-0383](#) Report out of Human Resources Initiatives May, 2022
- [22-0384](#) Report out of City Attorney's Initiatives May, 2022

Approval of the Consent Agenda

Moved by Vanderkin, seconded by Czekala, to accept the Consent Agenda Items as presented. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

5. Discussion and Action Items

[22-0386](#)

Request to Change a Job Title from Destination Marketing Manager to Destination Sales & Marketing Manager in the Tourism Department

Tourism Director Courtney Hansen explained to the committee the reasoning for requesting a change to the job description and that the request also went to Room Tax Commission and was approved.

Moved by Czekala, seconded by Cummings, to approve the request to change a job title from Destination Marketing Manager to Destination Sales & Marketing Manager in the Tourism Department and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0389](#)

Request to Approve Revisions to the Social Media Policy

City Attorney Kathleen McDaniel explained to the committee that the policy was brought to committee in November, 2021 and approved but after implementation of the policy, it was decided that there should be some changes made. There was some discussion and the committee recommended to send the policy to Council for approval.

[22-0385](#)

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

There was no discussion on this item.

Moved by Czekala, seconded by Vanderkin, that this request for a resolution to hire seasonal employees related to elected officials, department heads, or supervisory personnel be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

6. Convene in Closed Session

Moved by Vanderkin, seconded by Czekala, to convene in closed session at 5:38 p.m. The motion carried by the following roll call vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

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:

[22-0387](#)

Grievance from WPPA Local Regarding Hiring a Seasonal Police Assistant

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

7. Reconvene in Open Session

Moved by Vanderkin, seconded by Czekala, to reconvene in open session at 6:00 p.m. The motion carried by the following roll call vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0387](#)

Grievance from WPPA Local Regarding Hiring a Seasonal Police Assistant

There was no discussion on this item

8. Adjournment

Moved by Vanderkin, seconded by Czekala, that this meeting be adjourned at 6:01 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

Submitted by Debbie Charney, Human Resources Generalist