



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: Dec 7, 2015

The Human Resource Office has worked on the following projects and initiatives since our last meeting:

Recruiting

- Hired: Streets Laborer
- Hired: Firefighter (5)
- Hired: Transit Driver
- Hired: Library Assistant
- Hired: Library Clerk
- Hired: Winter Seasonals
- Interviewing: Police Officers
- Advertising/Interviewing: Transit Driver
- Advertising/Interviewing: WWTF Operator
- Advertising/Interviewing: Street Laborer
- Advertising: School Crossing Guard

Employee Relations

- Continuing to have an open door for all employee concerns
- Complete 2016 Wage Agreement for DPW employees
- Review EPM changes for Holiday Pay for non-represented employees

Organization Development & Training

- Regular meetings with department heads to identify training needs, performance issues, succession planning, and feedback for me
- Succession Planning –development plans completed and job shadowing is occurring
- Performance improvement plan follow up with individuals
- End of year 2015 Performance Review process has started, using PAF process in Springbrook

Compensation & Benefits

- Near-site clinic implementation: location, hours, and communication plan is finalized
- ACA reporting preparation, partnership with Greatland for reporting and filing
- Open Enrollment meetings and online process completed
- Review and sign all agreements with Anthem associated with implementation of medical, dental, COBRA, and Flex

- MRI Agreement is drafted and for discussion at the Personnel Committee

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals – started implementing monthly themes (September and October)
- MSDS online program implementation, ebinder is growing, goal to be 100% by 12/31/15
- Workers Compensation review and addressing concerns
- Working on emergency response plans for all City buildings
- Self-insured for Workers Compensation is approved
 - Will incorporate safety goals for each manager in 2016

Administration

- BPI meeting and action items
- Facilitate discussions and transition for Inspection division to Fire Department
- Working with the Mayor on a department head team building event

Separations

- Fire Captain (retirement)
- Transit Driver (resignation)
- Library Clerk (resignation)
- Seasonal (registration/season ended)
- Completed exit interviews with all voluntary separations