



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

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Monday, March 10, 2014

5:15 PM

Council Chambers

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### 1. Call to Order

### 2. Roll Call

*Mike Sgarioto, Todd Blaser, Jim Brey, Rob Barbier, Gregg Kadow, Dan Koski, Dave Less, Nancy Cirra from M3, Phil Hoff, Tony Dick, Karen Dorow, Jason Sladky. Al Schema arrived at 5:15 p.m. and Jason Sladky arrived at 5:31 p.m.*

**Present:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

### 3. Public Comment

*None*

### 4. Discussion and Action Items

5. [14-167](#) Approval of February 10th, 2014 and February 19th, 2014 Personnel Committee Minutes.

**Moved by Sitkiewitz, seconded by Hennessey, that this Action Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

6. [14-264](#) Review of legal fees billed out through Human Resources.

**This Report was discussed**

7. [14-272](#) Report out on Health Plan Funding.

**This Report was discussed**

8. [14-149](#) Report out of Human Resources Initiatives

**This Report was discussed**

9. [14-165](#) M3 recommendation for the retiree health plan for the City of Manitowoc.

*Nancy Cirra from M3 addressed the Committee and explained their recommendation for post 65 retirees effective June 1, 2014. It was the consensus of the Committee to look at options for a comprehensive health plan for pre 65 retirees.*

**Moved by Hennessey, seconded by Schema, to proceed with moving the post 65 employees over to The Hartford, effective June 1, 2014. The motion carried by the following vote:**

**Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

10. [14-166](#) M3 recommendation regarding Serve-You Pharmacy Benefit Plan.

*Nancy Cirra from M3 explained their recommendation to add a Specialty Pharmacy co-pay tier, with a 20% co-insurance with a maximum of \$150, and a split pharmacy 15 day supply dispensing for new patients.*

**Moved by Hennessey, seconded by Sitkiewitz, to move over to the Serve-You plan effective April 1, 2014. The motion carried by the following vote:**

**Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

11. [14-185](#) Medical Plan Design: Processing of co-pays after individual reaches 10 co-pays.

**Moved by Hennessey, seconded by Schema, to make the change to not cap the co-pays for therapy. The motion carried by the following vote:**

**Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

12. [14-169](#) 5500 Welfare Return Agreement. Reviewed by M3, signatures needed.

**Moved by Hennessey, seconded by Schema, to approve the agreement. The motion carried by the following vote:**

**Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

13. [14-163](#) Approval of the hiring of a replacement Parkswoker I.

**No action required, previously approved by the Common Council.**

14. [14-269](#) Approval of a temporary employee to work in the Building Inspection Department.

**Moved by Schema, seconded by Sitkiewitz, to approve the temp position in the Building Inspection Department. The motion carried by the following vote:**

**Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

15. [14-265](#) Approval of Draft Associate Planner / Economic Development Expediter job description and filling of said position.

**This Action Item was tabled for referral to the oversight committee for approval and until an actual change to the org chart.**

16. [14-164](#) Transition of Police Supervisors into the Employee Policy Manual.

*Committee discussed 15 minute briefing time and clothing allowance. No further action.*

**This Action Item was discussed**

17. [14-273](#) Discussion of resolution regarding interim pay for Interim City Attorney.
- Committee discussed average percent of interim pay increases in the past and the need for a formal interim pay policy for department head positions. Committee to look at a broad base interim pay policy.*
- Moved by Hennessey, seconded by Schema, to amend the resolution to reflect a 10% increase for Interim City Attorney effective immediately upon Common Council approval. The motion carried by the following vote:**
- Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe
18. [14-274](#) Discussion of resolution regarding interim pay for Interim Fire Chief.
- Moved by Sitkiewitz, seconded by Hennessey, to approve a 10% pay increase effective immediately upon Common Council approval. The motion carried by the following vote:**
- Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe
19. [14-224](#) Introduction of the new Safety Steering Team. (SST)
- Jeri Johnson explained the scope of the Committee.*
- This Report was discussed**
20. [14-275](#) Schedule next meeting.
- Alder Able thanked Jeri Johnson for all of her hard work and that she will be missed.*
- Next meeting scheduled for Monday, April 14, 2014 at 5:15 p.m.**
21. [14-276](#) Motion to adjourn.
- Moved by Hennessey, seconded by Sitkiewitz, Committee adjourned. The motion carried by the following vote:**
- Aye:** 5 - Able, Hennessey, Schema, Sitkiewitz and Howe