



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Thursday, September 9, 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, Shawn Alfred, Shawn Esslinger, and Debbie Charney

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

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

- [21-0791](#) Approval of August 2, 2021 and August 23, 2021 Personnel Committee Minutes
- [21-0792](#) Review of Legal Fees Billed out Through August, 2021-Human Resources
- [21-0793](#) Report out on Health Plan Funding
- [21-0794](#) Report out of Human Resources Initiatives September, 2021
- [21-0795](#) Report out of City Attorney's Initiatives September, 2021

Approval of the Consent Agenda

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

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

5. Discussion and Action Items

[21-0798](#) USI (formerly ABRC) Presentation of Health Care Plan Recommendations for 2022

Shawn Esslinger, Benefit Consultant from USI, gave a presentation to the committee reviewing the 2021 benefits and the performance to date and the 2022 medical plan cost projections. The City sponsored an RFP for the Employer Sponsored Clinic and the results were reviewed. Shawn also gave recommendations for benefits for the 2022 plan year. There was a recommendation to move to a new employer sponsored clinic, Froedtert/Holy Family. We currently have the clinic through Aurora. The city is also looking at moving from Aurora to a new EAP Vendor. There are presentations taking place with two finalists for the EAP currently. There was also a recommendation to add 100% employee paid voluntary critical illness and accident insurance coverage through Mutual of Omaha.

[21-0822](#) Request Approval for 2022 Benefit Recommendation

Moved by Czekala, seconded by Cummings, that a resolution be referred to Council approving 2022 employee benefits recommendations and authorizing the Finance Director and HR Director to enter into the necessary agreements for the recommended plans. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Schlei and Cummings

Abstain: 1 - Vanderkin

[21-0797](#) Request to Approve Revised Fire Rescue Job Descriptions-Firefighter/Paramedic, Lieutenant, Motor Pump Operator

There was no discussion on this item. It will be put on the agenda again for October, 2021.

[21-0796](#) Committee Budget Directives to the Mayor

City Attorney Kathleen McDaniel explained her budget increase requests to the committee. These included State Bar dues that have increased and insurance increases as reflected by CVMIC. Human Resources Director Jessie Lillibridge explained her budget increases requests to the committee. These included adding funds to the Employee Physical and Alcohol/Drug Testing budget lines as well as adding a 1.0 FTE Human Resources Assistant to the department.

Moved by Czekala, seconded by Cummings, to support the budget recommendations made to the Mayor by the City Attorneys Office and the Human Resources Department and refer to council. The motion carried by the following vote:

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

6. Convene in Closed Session

Moved by Czekala, seconded by Vanderkin, to convene in closed session at 6:18

p.m. The motion carried by the following vote:

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

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

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

7. Reconvene in Open Session

Moved by Schlei, seconded by Czekala, to reconvene in open session at 6:41 p.m. The motion carried by the following vote:

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

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

No discussion or action

8. Adjournment

Moved by Schlei, seconded by Vanderkin, that this meeting be adjourned at 6:00 p.m. The motion carried by the following vote:

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

Submitted by Debbie Charney, Human Resources Generalist