



# CITY OF MANITOWOC

WISCONSIN, USA  
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TO: Personnel Committee  
FROM: Rochelle Blindauer, Human Resource Director  
RE: Human Resource Office Update  
DATE: March 14, 2016

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

### **Recruiting**

- Hired: Staff Attorney
- Hired: Transit Driver PT
- Hired: Streets Laborer
- Hired: Seasonal Staff
- Interviewing: Police Officer
- Interviewing: Library Page
- Advertising/Interviewing: Seasonal Staff
- Advertising/Interviewing: Transit Driver

### **Employee Relations**

- Continuing to have an open door for all employee concerns
- Discuss confidential employee matter with supervisory staff
- Conduct ADA review for a position with employee illness – working through Dr. approval to return to work
- Meeting with newly promoted Police Captain of Detectives regarding employee policy manual

### **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 for 2015 plan, started 2016 posting with 3/31 deadline
- Reviewing all Tuition Reimbursement applications - approved 3 thus far, have 3 more for review
- Implemented Spot Award program for all employees

### **Compensation & Benefits**

- MHWC is open and the press release was picked up by the HTR in March. We continue to have meetings regarding issues, reporting, and services – new project manager!
  - Working out occupational health and WC strategies for MHWC moving forward
- ACA reports are filed in partnership with Greatland

- Continue with the implementation of Anthem VSTD benefit (employee meetings and enrollment information sent out), implementation with TASC on COBRA and Flex benefits – looking at other vendors for COBRA due to issues/concerns
- Reviewed HRA results with Aurora and strategizing next steps for focus areas of concern and employee communication around areas of opportunity

#### **Safety & Risk Management**

- Continue the lost time injury program, employees are enjoying it and keep an eye out for safety
- Safety committee meeting and discussion for 2016 goals – started implementing monthly topics
- Workers Compensation review and addressing concerns
- Emergency response plans for all City buildings in progress – goal of completion by Q2

#### **Administration**

- Finalized office movement making room for new Staff Attorney - purge/organizing for HR
- Attended CVMIC course on effective communications within the organization
- Supervisor training on FMLA/ADA/WC with David from CVMIC
- Conducted the 2016 Employee Feedback Survey, results were shared with MLC, action planning is underway
- Celebrated National Employee Appreciation Day (March 4) with donuts for all employees

#### **Separations**

- Firefighter (resignation)
- Police Officer (resignation)
- Winter Seasonal Staff (season ended)
- Completed exit interviews with all voluntary separations/retirements