



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, February 6, 2017

6:30 PM

Council Chambers

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#### 1. Call to Order

The meeting was called to order at 6:30 p.m.

#### 2. Roll Call

Jessie Lillibridge, Dan Koski, Greg Vadney, Attorney Kathleen McDaniel, Chad Scheinoha, Todd Blaser, Jim Muenzenmeyer, and Debbie Charney.

**Present:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

#### 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

[17-0093](#) Approval of January 4, 2017 Personnel Committee Minutes.

[17-0094](#) Review of legal fees billed out through Human Resources.

[17-0096](#) Report out on Health Plan Funding.

[17-0097](#) Report out of Human Resources Initiatives.

[17-0098](#) Report out of City Attorney's Initiatives.

#### Approval of the Consent Agenda

Moved by Able, seconded by Sladky, to accept the Consent Agenda and place on file. The motion carried by the following vote:

#### 5. Discussion and Action Items

[17-0088](#)

Police Department out-of-state travel request - K9 Replacement.

Nick Reimer requested an out of state travel request to locate a replacement K9. There was a K9 fundraiser to pay for this request.

**Moved by Able, seconded by Sladky to approve the PD out-of-state travel request. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0092](#)

Request to backfill RWAM Security Guard

Greg Vadney requested approval to backfill RWAM Security Guard positions due to an employee moving.

**Moved by Brey, seconded by Able, to recommend to Council approval to backfill RWAM Security Guard up to the 2017 budgeted amount. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0067](#)

Request to revise job descriptions-Weed Commissioner

Chad Scheinoha approached the table and explained the 2014 rapid improvement event which based all grass cutting out of one shop. These changes were made permanent in spring of 2016. Chad reviewed changes that would be made to job descriptions to move Weed Commissioner responsibilities to a Parks Laborer.

**Moved by Sladky, seconded by Able, to approve recommended changes to the job descriptions to council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0089](#)

Request for Permission to Post Transit Positions As Needed

Jim Muenzenmeyer approached the table asking for a resolution for 2017 to hire transit positions as openings arise up to budgeted amount.

**Moved by Brey, seconded by Able, to recommend approval to council the ability to hire transit drivers for 2017 up to budgeted amount. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[16-1189](#)

Review open positions hiring process.

Committee discussed the hiring process for open positions. It was agreed to bring a resolution to the next Personnel Committee meeting with the ability to post the position when vacant and then get approval of both Oversight Committee and Council before hiring.

[16-1193](#)

Performance review process.

Jessie Lillibridge reviewed briefly the performance review process with a few minor changes made since last discussion. Alder Sitkiewitz asked that at the next meeting Lillibridge provide what a training plan would look like from CVMIC for managers and department heads.

[17-0065](#)

City of Manitowoc Hearing Conservation Policy

The City of Manitowoc Safety Committee along with CVMIC created a stand alone, city-wide Hearing Conservation Policy per CVMIC's recommendation. There is not a city-wide policy in place currently. There was some discussion in regards to the policy about testing.

**Moved by Able, seconded by Sladky, to recommend to council approval of the City of Manitowoc Hearing Conservation Policy. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0066](#)

Benefits Consultant Request for Proposal.

Jessie Lillibridge discussed the timeline to post, review, recommend and request consultants for a Benefits Consultant Request for Proposal for a three-year contract beginning in 2018.

**Moved by Able, seconded by Brey, to adopt recommendation in Human Resource Directors memo for RFP for Benefits Consultant. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0090](#)

Seasonal Hiring Policy and Rates.

Jessie Lillibridge explained the changes made to the Seasonal Hiring Policy including updating the minimum ages and the revised seasonal wage scale.

**Moved by Able, seconded by Sladky, to recommend to council approval of the revised Seasonal Hiring Policy. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0091](#)

Wisconsin Bone Marrow and Organ Donation Leave Act Policy

Jessie Lillibridge explained briefly the new Wisconsin Bone Marrow and Organ Donation Leave Act Policy which requires employers to allow employees up to six weeks leave for organ donation. Lillibridge would like this added to the employee policy manual.

**Moved by Brey, seconded by Able, to recommend to council that the Wisconsin Bone Marrow and Organ Donation Leave Act Policy be added to the employee policy manual. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

## 6. Convene In Closed Session

**A motion was made by Alderperson Christopher Able, seconded by Alderperson Mike Howe, to convene in closed session at 7:04 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter that may be considered in closed session is:

[17-0068](#) Request for employee to use unpaid leave during FMLA leave.

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

## 7. Reconvene In Open Session

**A motion was made by Alderperson Jim Brey, seconded by Vice Chair Jason Sladky, to reconvene in open session at 7:08 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[17-0068](#) Request for employee to use unpaid leave during FMLA leave.

**Moved by Brey, seconded by Sladky, to approve the leave request as presented. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

## 8. Adjournment

**A motion was made by Vice Chair Jason Sladky, seconded by Alderperson Christopher Able, to adjourn at 7:09 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

Submitted by Jessie Lillibridge, Human Resources Director