



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



TO: Personnel Committee  
FROM: Jessie Lillibridge, Human Resources Director  
RE: Human Resources Office Update  
DATE: January 4, 2017

---

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

### **Recruiting**

- Hired: Seasonals/Snowplow Drivers
- Hired: Library Page
- Hired: Library Clerk
- Hired: WWTF Operator
- Hired: Accountant
- Hired: Mayor Administrative Assistant
- Hired: Assessor (offer made)
- Advertising: PD Administrative Assistant
- Advertising: PT Engineering Administrative Support Specialist
- Advertising: Bridgetender
- Advertising: Crossing Guard
- Advertising: Police Officer
- Working on revising the job descriptions for WWTF positions.

### **Employee Relations**

- Continuing to have an open door for all employee concerns
- Transit Grievance – appealing settlement denial, arbitration
- Fire WC appeal was won by the City, however will likely be appealed
- Transit negotiations for new contract – going to arbitration
- Investigation and discipline for employees
- Distributed cards and gift cards to all employees with the help of the People Committee and the Mayor.

### **Organizational Development & Training**

- Mandatory Anti-Harassment Training sessions have been completed.
- Succession Planning –working with departments – meeting scheduled with MLC in January to discuss next year's focus positions.
- Spot Award program has been well-received.
- Performance reviews have begun and are due to HR on January 20, 2017. Working on revisions to the Performance Review Form.

### **Compensation & Benefits**

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Attached is the monthly report.
- Working on developing an RFP for benefits brokers.
- Working through some issues with Anthem.
- Wellness committee meeting and actions – continuing monthly health topics and lunch and learn programs. 2017 Wellness calendar has been developed.

### **Safety & Risk Management**

- Safety committee meeting and discussion, continue monthly topics.
- Continuing the lost time injury program, employees are enjoying it and continue to report safety concerns.
- Workers Compensation review and addressing concerns –one lost time injury in 2016.
- Emergency response plans for all City buildings in progress.
- Hearing Conservation policy has been developed and will be presented for approval at an upcoming meeting.

### **Administration**

- Working on ACA Reporting for end of year.
- Developed a draft Interim Pay Policy.
- Working with departments on job description updates.
- Working on EPM revisions which will be brought to an upcoming meeting for approval.

### **Separations**

- Streets (2 retirements)
- Police Officer (2 resignations)
- Engineering PT Admin Support Specialist
- Library Literacy Coordinator
- WWTF Superintendent
- Seasonals
- Completed exit interviews with voluntary separations/retirements

*Attachment*

# Aurora BayCare Manty Clinic Summary

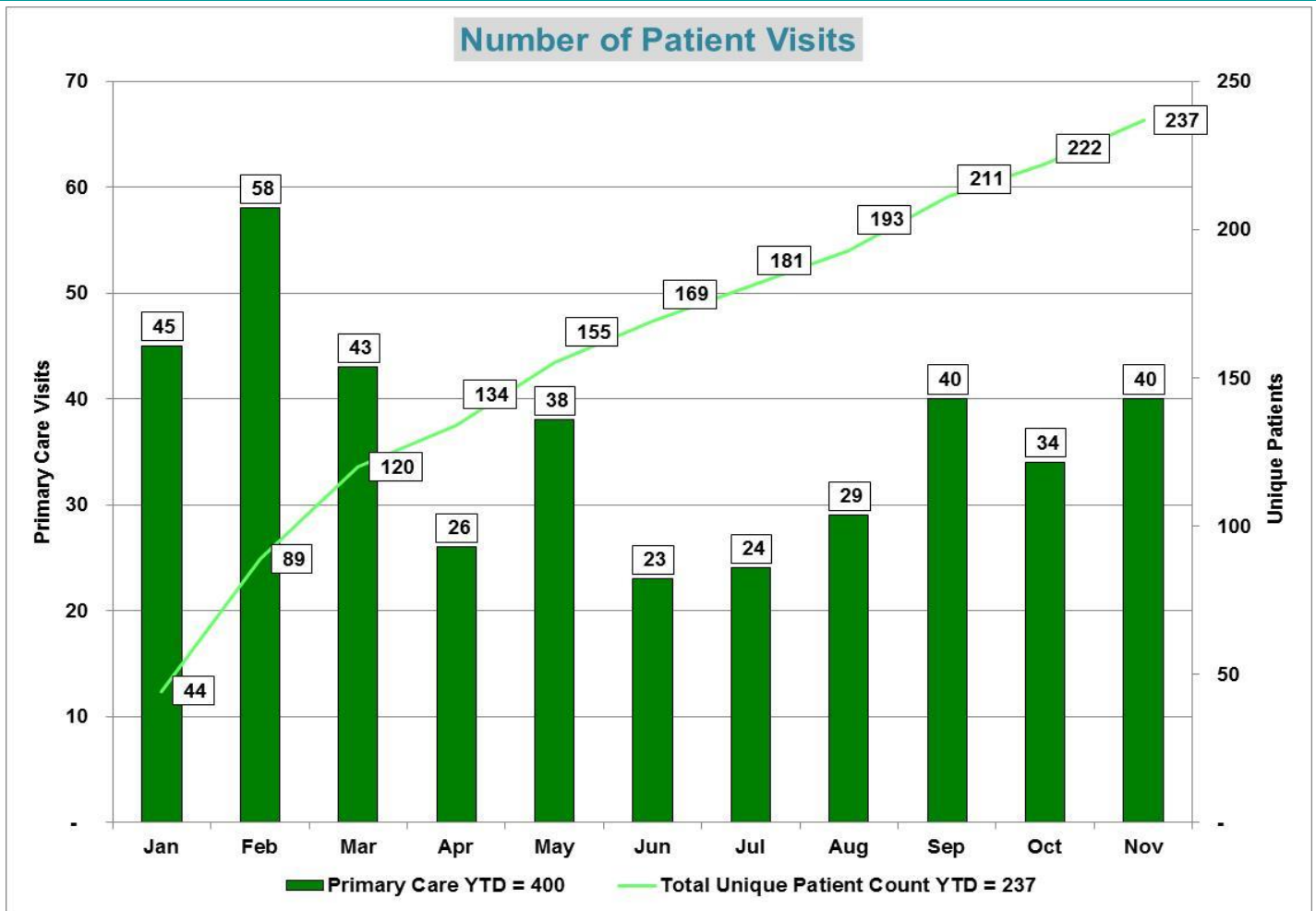
City of Manitowoc  
YTD November 2016



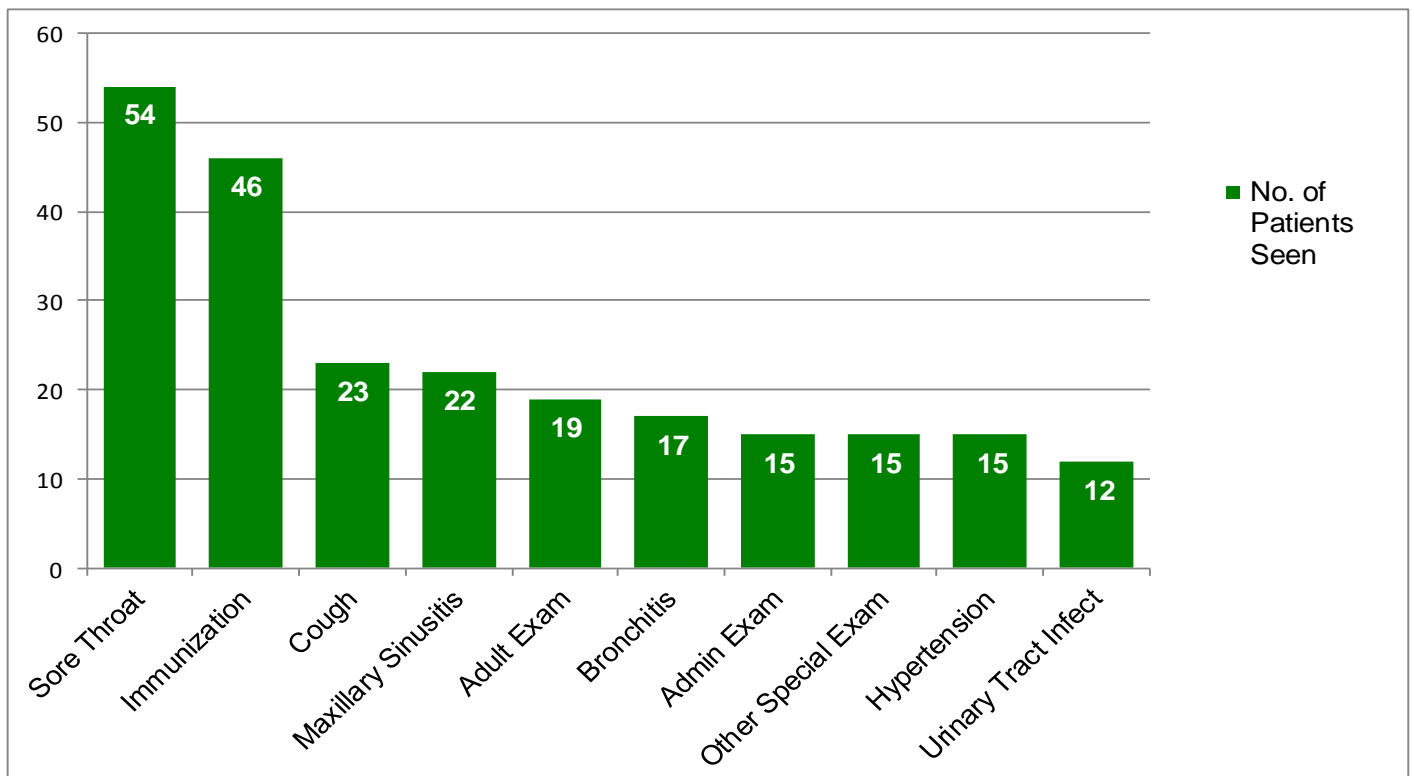
*Aurora BayCare Medical Center*



# Utilization of Clinic

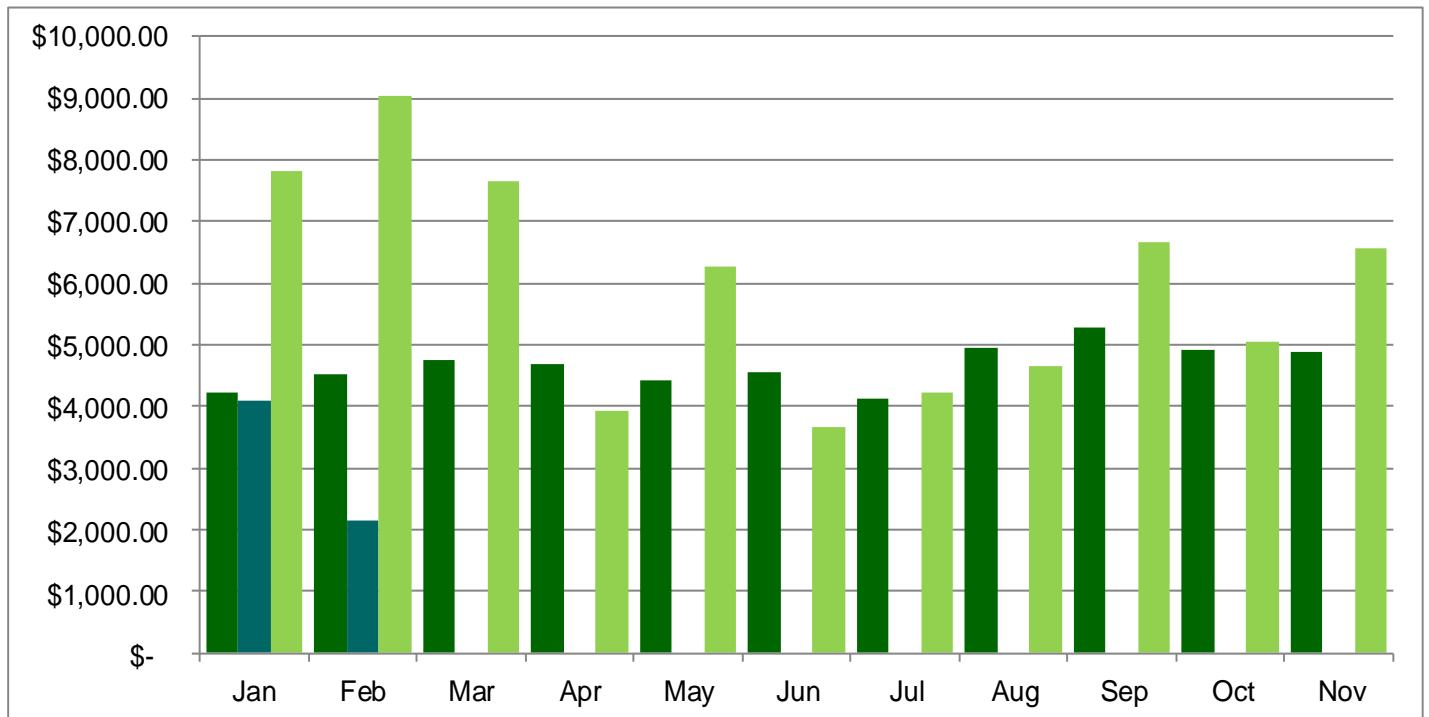


### Top Diagnoses Treated



# Clinic Analysis

## Cost Comparison: Aurora Clinic vs. Employer Clinic



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD Nov 2016
<b>Customary Clinic Charges</b>	\$7,830.06	\$9,044.91	\$7,651.95	\$3,937.62	\$6,274.07	\$3,662.41	\$4,230.75	\$4,650.37	\$6,650.81	\$5,040.85	\$6,557.42	\$65,531.22
<b>Employer Clinic Charges</b>	\$4,217.98	\$4,511.13	\$4,738.74	\$4,683.59	\$4,410.06	\$4,546.37	\$4,111.05	\$4,934.90	\$5,274.67	\$4,930.57	\$4,882.14	\$51,241.20
<b>Estimated Savings</b>	\$7,711.31	\$6,684.55	\$2,913.21	(\$745.97)	\$1,864.01	(\$883.96)	\$119.70	(\$284.53)	\$1,376.14	\$110.28	\$1,675.28	\$20,540.02

Total Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD Nov 2016
Office Visit, New Patient	13	7	-	1	5	1	1	2	7	-	4	41
Office Visit, Est Patient	30	50	39	24	32	19	18	24	31	34	34	335
<b>Grand Total</b>	<b>43</b>	<b>57</b>	<b>39</b>	<b>25</b>	<b>37</b>	<b>20</b>	<b>19</b>	<b>26</b>	<b>38</b>	<b>34</b>	<b>38</b>	<b>376</b>

# Manty Clinic Patient Survey YTD

