



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: November 2, 2015

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

Recruiting

- Interviewing: Police Officers (3)
- Interviewing: Fall Seasonal (Officials, Instructors, Scorekeepers, Snow Plow Operators)
- Advertising: Firefighter (5)
- Advertising: Transit Driver
- Advertising: Library Page
- Advertising: WWTF Operator

Employee Relations

- Continuing to have an open door for all employee concerns
- Review organization structure for reorg of Inspection and Fire departments

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
- Performance improvement plan follow up with individuals

Compensation & Benefits

- Benefit plan changes and premiums finalized (attached), note retiree rates continue to be 42% higher
- HRA event completed (230 employees and spouses attended)
- Near-site clinic implementation, looking at locations
- ACA reporting preparation
- Flu Shot Clinic is scheduled Nov 11
- Open Enrollment meetings start Nov 2nd, lot of prep for these events

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals – started implementing monthly themes (September and October)
- MSDS online program implementation, ebinder is growing, goal to be 100% by 12/31/15
- Workers Compensation review and addressing concerns
- Working on emergency response plans for all City buildings

Administration

- BPI meeting and action items
- Rolled out new log in to intranet (through web for employees on Springbrook)
- Working toward moving self-insured for Workers Compensation
 - Will incorporate safety goals for each manager in 2016
- Update of performance goals to the Mayor

Separations

- Firefighter (resignation)
- Bridgetender (retirement)
- Transit Driver (resignation)
- Library Page (resignation)
- Completed exit interviews with all voluntary separations