



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: May 1, 2017

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

Recruiting

- Hiring: Library Pages (2)
- Hiring: Transit Driver
- Hiring: Seasonals
- Hiring: Streets Laborer
- Advertising: PT Administrative Support Specialist – DPI
- Advertising: Assistant Chemist - WWTF
- Advertising: Firefighter
- Advertising: Transit Driver – Part-time
- Advertising: Seasonals
- Advertising: Crossing Guard
- Advertising: Police Officer
- Advertising: Community Service Worker Intern
- Advertising: Security Guard (RWAM)
- Interviewing: Library positions
- Interviewing: WWTF Superintendent
- Interviewing: Police Lieutenants

Employee Relations

- Continuing to have an open door for all employee concerns
- Fire WC appeal was won by the City, and upheld by the Labor and Industry Review Commission. This means that we do not owe any WC for this case. Our attorney indicates that this also means an appeal on the duty disability case is unlikely.
- Transit negotiations for new contract – interest arbitration was held on April 12. We hope to have a contract ready for ratification by June.
- Investigation and discipline for employees.
- Beginning Police Bargaining in May.

Organizational Development & Training

- Succession Planning –working with departments – beginning succession planning with employees.

- Spot Award program has been well-received.
- Performance reviews have been mostly finished. Still awaiting a few reviews.
- Performance Evaluation workshop was held on March 9 for all supervisors. A new Performance Evaluation form is under development and will be brought to Committee for approval in the upcoming months.

Compensation & Benefits

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Attached is the monthly report.
- Continuing to work through some issues with Anthem.
- Wellness committee meeting and actions – continuing monthly health topics and lunch and learn programs.
- Held vendor presentations of new wellness platform options. Working on enhancing our wellness program. We hope to bring an agreement to Committee for approval.
- Total compensation statements have been delivered to all employees.
- Working on the review of the current compensation plan with Carlson Dettmann.

Safety & Risk Management

- Safety committee meeting and discussion, continuing monthly topics.
- Continuing the lost time injury program, employees are enjoying it and continue to report safety concerns. One lost time incident so far for 2017.
- Workers Compensation review and addressing concerns.
- Emergency response plans for all City buildings in progress.

Administration

- Working with departments on job description updates.
- Working on a New Employee Orientation program for all new employees. Hoping to have ready to go by 2017 third quarter.

Separations

- Police Officer
- Library Teen Associate
- Received retirement notices for City Clerk and Police Captain (retiring in June)
- Completed exit interviews with voluntary separations/retirements

Attachment

Aurora BayCare Manty Clinic Summary

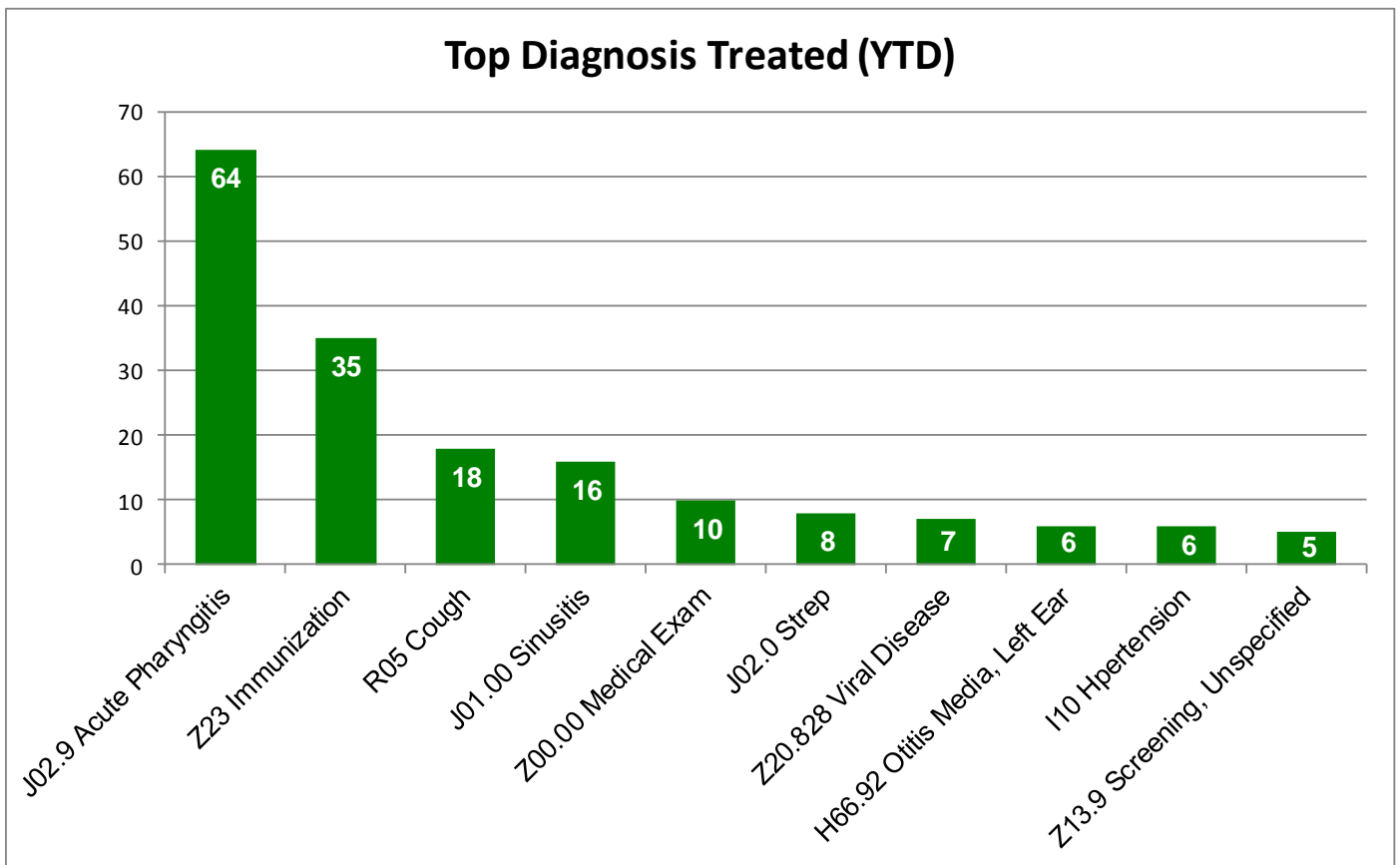
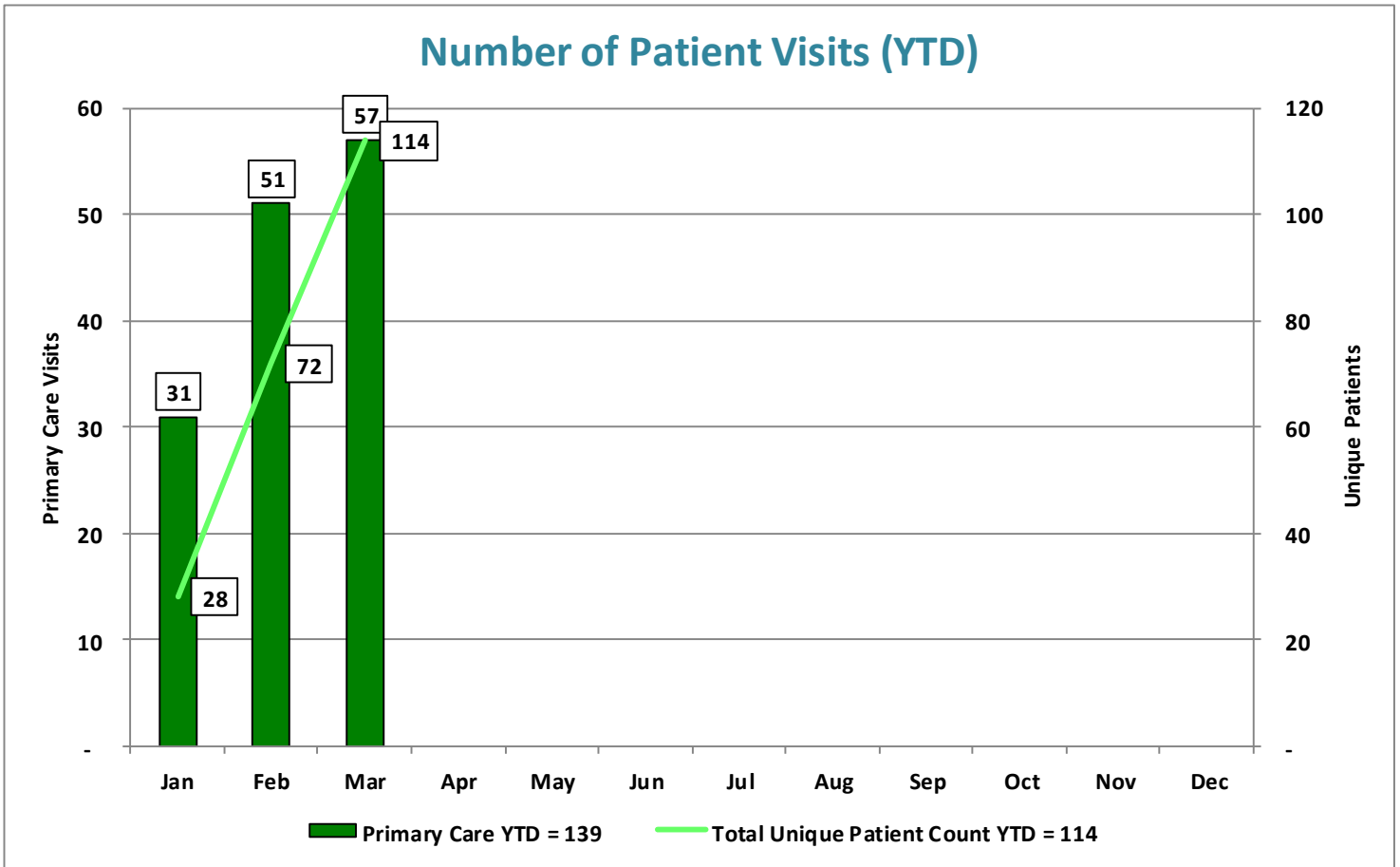
City of Manitowoc
YTD March, 2017



Aurora BayCare Medical Center



Utilization of Clinic



Utilization of Clinic

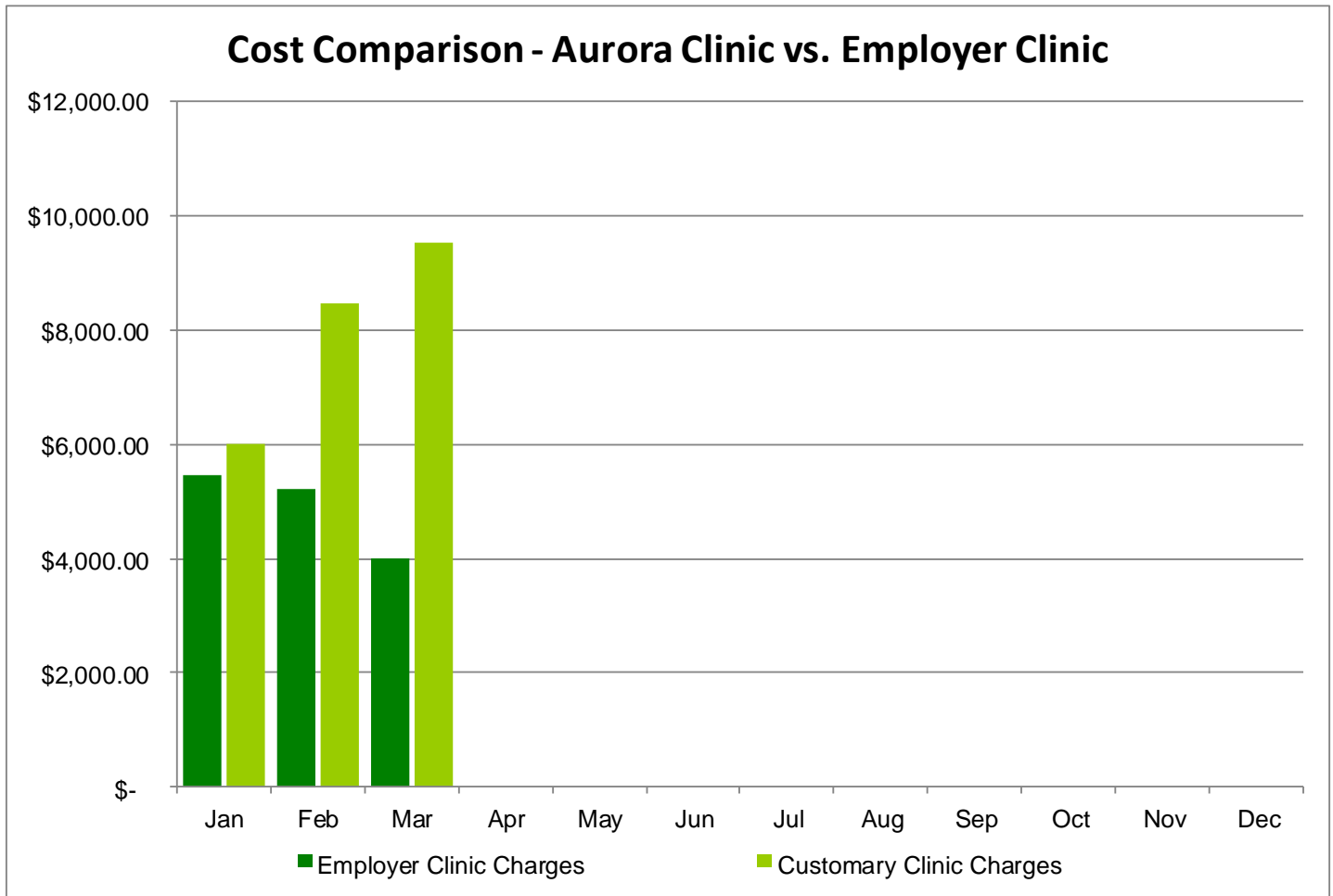
Utilization Summary Per Day By Provider				
Provider and Date	# of Cancelations	# of Completed	# of No Show	Total
TUSZKA, LISA M		49		49
3/1/2017		1		1
3/2/2017		4		4
3/3/2017		3		3
3/6/2017		2		2
3/7/2017		1		1
3/9/2017		2		2
3/10/2017		2		2
3/13/2017		5		5
3/14/2017		2		2
3/15/2017		4		4
3/16/2017		6		6
3/17/2017		2		2
3/20/2017		3		3
3/21/2017		1		1
3/22/2017		4		4
3/23/2017		2		2
3/24/2017		1		1
3/27/2017		1		1
3/28/2017		2		2
3/30/2017		1		1
Grand Total		49		49

Total Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD 2017
Office Visit, New Patient	3	-	2	-	-	-	-	-	-	-	-	-	5
Office Visit, Est Patient	28	51	55	-	-	-	-	-	-	-	-	-	134
Grand Total	31	51	57	-	-	-	-	-	-	-	-	-	139

Utilization of Clinic

Procedure / Visit Types (YTD)				
CPT Code	Procedure Description	Unit Price	Sum of Qty	Total Cost
36415	OP/OR VENOUS DRAW	\$ -	6	\$ -
80048	BASIC METABOLIC PNL	\$ 3.65	1	\$ 3.65
80053	COMP METABOLIC PNL	\$ 4.54	12	\$ 54.48
80061	LIPID PANEL W/REFLEX + REFLEX TEST SENT TO MAIN	\$ 4.04	4	\$ 16.16
80061	LIPID PNL W/O REFLEX	\$ 4.04	1	\$ 4.04
80076	HEPATIC FUNCTION PNL	\$ 3.49	1	\$ 3.49
80197	TACROLIMUS	\$ -	1	\$ -
81001	COMP.UA, C/S IF IND.	\$ 5.36	3	\$ 16.08
81001	URINE COMPLETE	\$ 5.36	1	\$ 5.36
81003	UA,C/S IF IND.	\$ 3.84	1	\$ 3.84
81015	URINE MICROSCOPIC Order With UACS Code Only	\$ -	1	\$ -
82150	AMYLASE	\$ 3.62	1	\$ 3.62
82607	VITAMIN B12	\$ 5.63	1	\$ 5.63
82728	FERRITIN	\$ 4.87	1	\$ 4.87
83036	HEMOGLOBIN A1C	\$ 4.99	2	\$ 9.98
83690	LIPASE	\$ 4.87	1	\$ 4.87
84439	FREE T4	\$ 4.87	1	\$ 4.87
84439	FREE T4 + REFLEX TEST ONLY	\$ 4.87	1	\$ 4.87
84443	TSH	\$ 4.87	6	\$ 29.22
84443	TSH WITH REFLEX	\$ 4.87	3	\$ 14.61
84481	FREE T3	\$ 11.40	1	\$ 11.40
85004	DIFFERENTIAL	\$ -	13	\$ -
85007	BILL MANUAL DIFF	\$ 8.38	2	\$ 16.76
85027	HEME PROFILE	\$ 3.46	13	\$ 44.98
85610	PROTHROMBIN TIME	\$ 16.56	1	\$ 16.56
85730	PTT	\$ -	1	\$ -
86308	MONO without reflex	\$ -	1	\$ -
86780	T. PALLIDUM IgG AB	\$ 20.80	1	\$ 20.80
86803	HEP C AB	\$ 19.92	2	\$ 39.84
87077	AEROBIC IDENTIFICATION	\$ 21.34	1	\$ 21.34
87081	CULTURE STREP GRP A	\$ 2.40	38	\$ 91.20
87086	URINE CULTURE	\$ 15.37	7	\$ 107.59
87088	URINE PRESUMPTIVE ID	\$ 13.88	1	\$ 13.88
87186	SUSCEPTIBILITY	\$ 11.28	1	\$ 11.28
87210	WET MOUNT	\$ 8.88	1	\$ 8.88
87491	CHLAMGC, NAA	\$ 18.00	1	\$ 18.00
87529	HERPES SIMPLEX PCR	\$ 61.36	1	\$ 61.36
87591	CHLAMGC, NAA	\$ 18.00	1	\$ 18.00
87624	HPV HIGH RISK TYPES	\$ 44.60	2	\$ 89.20
88141	MD PAP REVIEW	\$ -	1	\$ -
88175	PAP, THIN LAYER PREP AUTO	\$ 35.22	2	\$ 70.44
			Total	\$ 851.15

Clinic Analysis

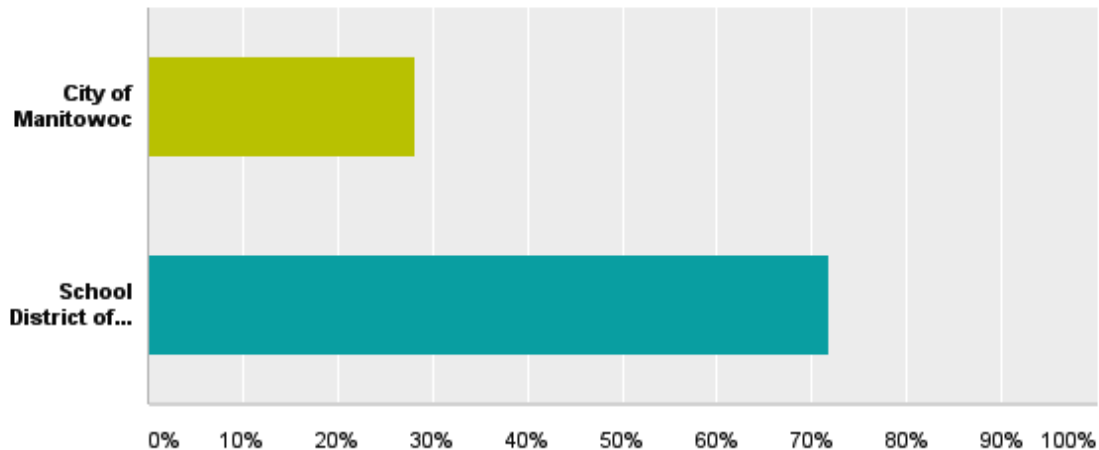


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Dec 2017
Customary Clinic Charges	\$ 6,008.83	\$ 8,481.34	\$ 9,535.09										\$ 24,025.26
Employer Clinic Charges	\$ 5,463.31	\$ 5,214.16	\$ 4,016.91										\$ 14,694.38
Estimated Savings	\$ 545.52	\$ 3,267.18	\$ 5,518.18										\$ 9,330.88

Manty Clinic Patient Survey YTD

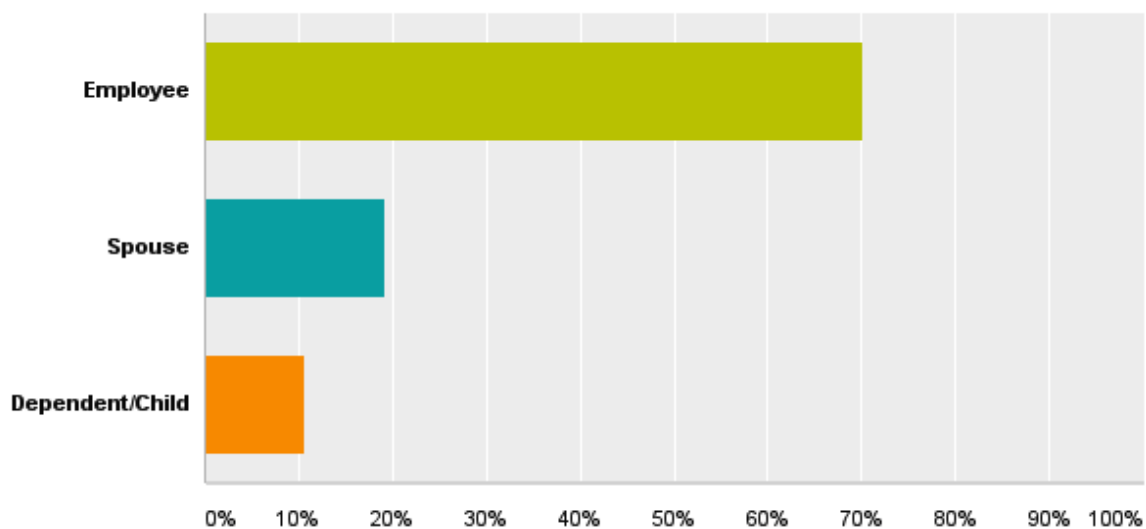
Q1 Please select the employer who provides you/your family with access to the Manty Health and Wellness Clinic.

Answered: 46 Skipped: 2



Q2 Please select the option that best describes the patient.

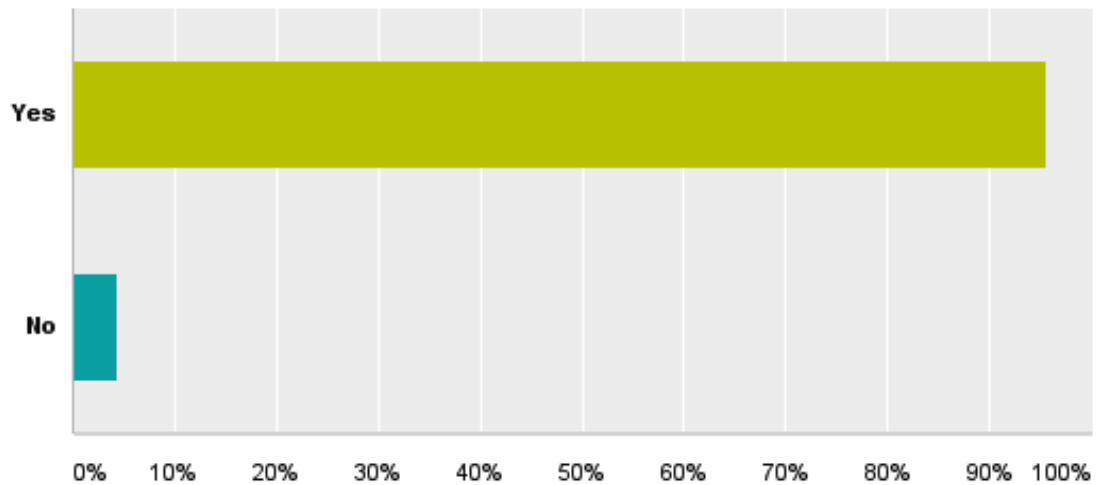
Answered: 47 Skipped: 1



Manty Clinic Patient Survey YTD

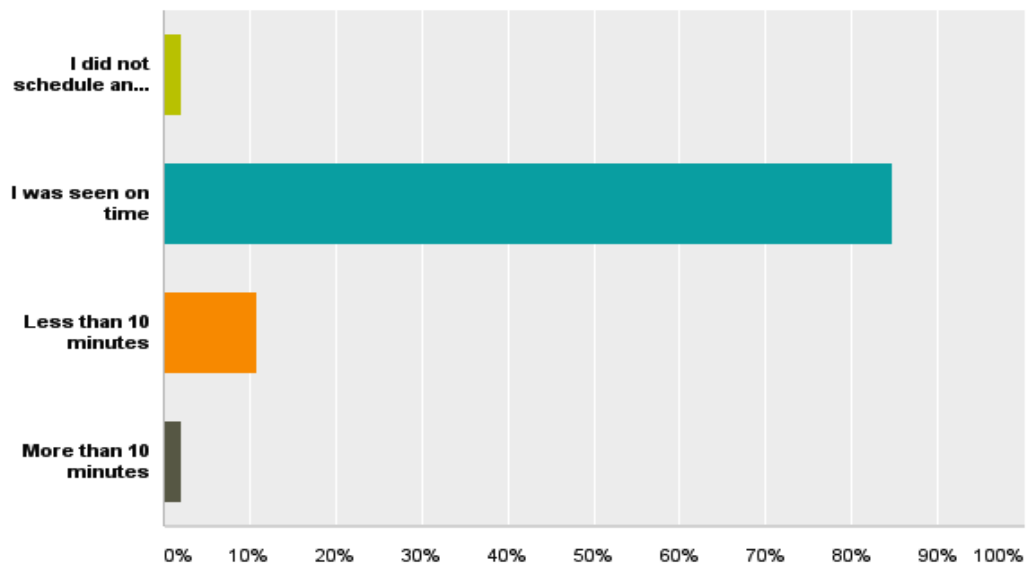
Q3 Was your appointment scheduled before you arrived at the clinic?

Answered: 45 Skipped: 3



Q4 If you scheduled an appointment in advance, how long did you have to wait past your scheduled appointment time to be seen?

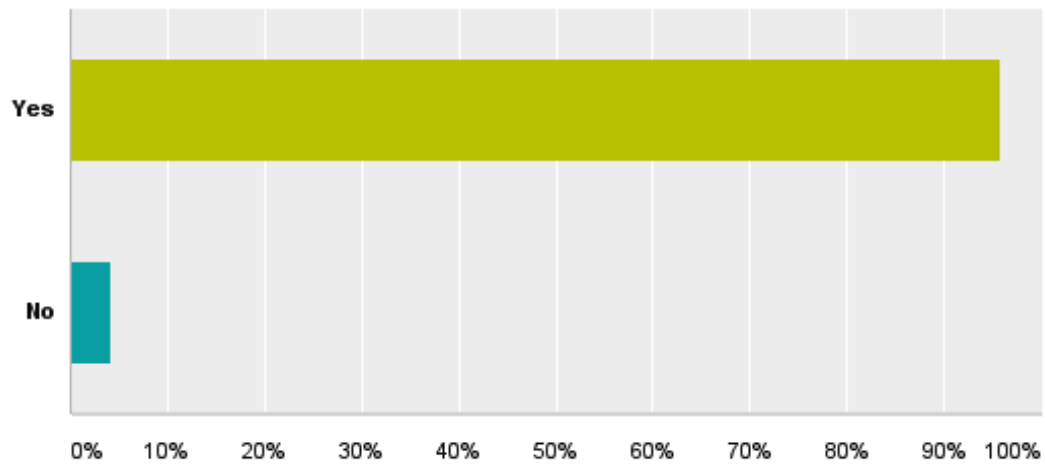
Answered: 46 Skipped: 2



Manty Clinic Patient Survey YTD

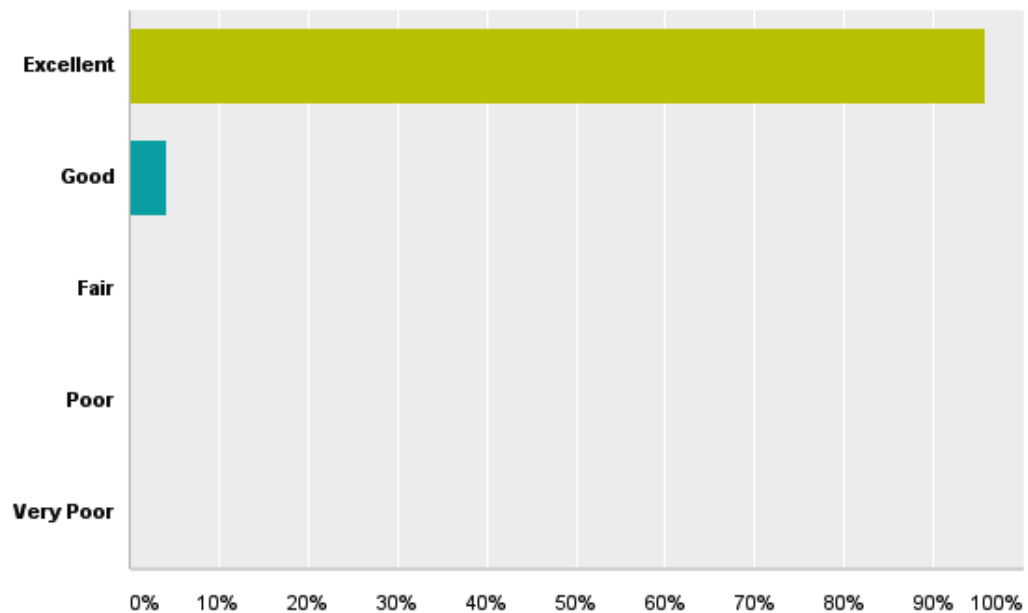
Q5 Were you able to be seen when you needed an appointment?

Answered: 48 Skipped: 0



Q6 How would you rate the care that you received?

Answered: 48 Skipped: 0



Manty Clinic Patient Survey YTD

Q7 What is the likelihood that you will recommend the Manty Health and Wellness Clinic to other employees?

Answered: 47 Skipped: 1

