



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

---

Monday, July 6, 2015

5:00 PM

Council Chambers

---

### 1. CALL TO ORDER

*The meeting was called to order at 5:00 p.m.*

### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Steve Corbeille, Todd Blaser, Brian Helminger, Cherilyn Stewart, Tony Dick, Dan Koski, Karen Dorow, Nic Sparacio, Denise Larson, Kyle Massa, Jessie Lillibridge*

**Present:** 4 - Hennessey, Able, McMeans and Brandel

**Absent:** 1 - Sladky

### 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. Alder Brandel requested that the minutes be removed from the Consent Agenda prior to approval.

- [15-689](#) Review of legal fees billed out through Human Resources.
- [15-690](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-691](#) Report out on Health Plan Funding.
- [15-692](#) Report out of Human Resources Initiatives.
- [15-693](#) Report out of City Attorney's Initiatives.

### Approval of the Consent Agenda

**Moved by Able, seconded by Brandel, to accept the Consent Agenda Items noting that a correction would be made to the Minutes from June 1, 2015. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

[15-688](#) Approval of June 1, 2015 Personnel Committee Minutes.

**Moved by Brandel, seconded by McMeans, that the Minutes be approved with the correction. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

## 5. DISCUSSION AND ACTION ITEMS

[15-687](#) Planning Department Out of State Travel Request - EPA Brownfields Conference.

*This request was for three employees from the Planning Department to attend an EPA Conference in Chicago, IL in September. The estimated cost is \$4,300 but the cost would be offset by the grant.*

**Moved by Able, seconded by Brandel, to approve the travel request. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

[15-702](#) Police Department Out of State Travel Training Request - UMUG User Group.

*This request was for two Police Department employees to attend New World software training in Minnesota in September. The estimated cost is \$287.*

**Moved by Able, seconded by McMeans, to approve the travel request. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans and Brandel

*Alder Sladky arrived at 5:11 p.m.*

**Present:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-726](#) Discussion and Possible Action on Onsite Clinic Partnership with School District.

*Rochelle Blindauer updated the Committee that they were in discussion with the City's broker, AFG, to determine if an employee clinic is an option at this time. This service would save costs on the health plan and provide a service to our employees at a site of our choosing. Scott McMeans asked to recuse himself from the discussion due to conflict of interest. Brandel questioned how insurance would tie into the clinic. Able indicated that it was a good idea to keep costs down. He wondered if we could possibly offer it to employees who do not currently take benefits, or are not offered benefits, for a cost. Consensus was to continue investigating this possibility. Rochelle questioned whether cost or experience should be considered the priority in choosing a vendor. The consensus was that cost should be considered the most important factor.*

*Steve Corbeille left the meeting.*

**This Proposal was discussed**

[15-684](#)

## Wage Range Adjustments for 2016.

*Rochelle Blindauer updated the Committee that the current compensation plan is being reviewed by Carlson Dettmann to determine if an adjustment is recommended. The EPM indicates that the HR Director would review the compensation plan annually. A 1% structural change would cost the City approximately \$94,000 for 12 months. Rochelle wanted to bring this item to the Committee to remind them that it is important that the plan not stay stagnant but that, at this time, she does not recommend changes to the overall compensation plan. This will be reviewed again in 2016, with a recommendation for a structural change and moving to a pay-for-performance model.*

**Moved by Able, seconded by Sladky, to recommend maintaining the current compensation plan scale for 2016 and placing on file. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-685](#)

## Time and One-Half Pay for Non-Exempt Employees on Holidays.

*Rochelle Blindauer explained that the employees who work on holidays do not receive time and a half since Act 10 went into effect. The WWTF runs continuously and DPI employees get called in on holidays. Dan Koski indicated that there is no incentive to work on holidays. The less senior employees tend to be the ones working holidays instead of being home with their families. Alder Brandel asked whether the EPM indicates that less senior employees need to be scheduled first on holidays. Typically seniority does play into how the holidays/vacations are chosen at the beginning of the calendar year. Alder Brandel questioned whether there is any chance that holiday work could go into overtime. Alder Able questioned whether employees are getting double time since they get paid for holiday pay and for working the holiday. A lengthy discussion was held on this issue. Brian Helminger questioned why the WWTF employees should be different than MPU employees who are paid time and one-half on holidays, since both are utilities.*

**This request was placed on file.**

[15-696](#)

## Shift Premium Language in Employee Policy Manual.

*Rochelle Blindauer indicated that this was a clarification to the current Employee Policy Manual to clarify when first, second and third shift premiums were being paid. Alder Hennessey stated that this was simply a clarification of the original intention of the Committee.*

**Moved by Able, seconded by Brandel, to recommend to the Council approval of the modifications to the existing Employee Policy Manual. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-697](#)

## Tuition Reimbursement Policy.

*The People Committee has discussed incentivizing employees to go back to school to help to advance skills and abilities. Rochelle Blindauer developed a draft of a new policy for review by the Committee. The draft policy states that up to \$16,000 would be set aside annually for this program. Discussion ensued on eligibility of programs, the limited amount in the budget, and not requiring pay back of funds by employees who are*

*involuntarily terminated due to economic issues. The consensus was to discuss this agenda item at the next meeting.*

## 6. CONVENE IN CLOSED SESSION

A motion was made by Alderperson Able, seconded by Alderperson Patrick Brandel, to convene in closed session at 6:01 p.m. The motion carried by the following vote:

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

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:

[15-708](#) Discussion on Performance of HR Director and City Attorney.

[15-686](#) Discussion and Possible Action on Performance of Recreation Division Manager.

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

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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

[15-386](#) Fire Department Mediation/Arbitration Update.

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

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)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

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

[15-704](#) Extension of Leave of Absence Request for Police Department Employee.

[15-709](#) Leave of Absence Request for DPI Employee.

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

## 7. RECONVENE IN OPEN SESSION

A motion was made by Alderperson Able, seconded by Alderperson Scott McMeans, to reconvene in open session at 6:29 p.m. The motion carried by the following vote:

Aye: 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-686](#) Discussion and Possible Action on Performance of Recreation Division Manager.

[15-386](#) Fire Department Mediation/Arbitration Update.

[15-704](#) Extension of Leave of Absence Request for Police Department Employee.

Moved by Brandel, seconded by McMeans, to approve extension of the leave of absence for the Police Department employee. The motion carried by the following vote:

Aye: 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-709](#) Leave of Absence Request for DPI Employee.

Moved by Brandel, seconded by Able, to deny the request for leave of absence by the DPI employee. The motion carried by the following vote:

Aye: 5 - Hennessey, Able, McMeans, Sladky and Brandel

## 8. Adjournment

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Christopher Able, to adjourn at 6:30 p.m. The motion carried by the following vote:

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

*Submitted by Rochelle Blindauer, Human Resources Director.*