



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: Feb 1, 2016

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

Recruiting

- Hired: CSW Intern
- Hired: Police Officer
- Hired: Library Pages
- Hired: WWTF Operator
- Hired: Street Laborer
- Hired: Library Materials Manager
- Hired: Library Associate
- Interviewing: Police Officer
- Interviewing: Staff Attorney
- Advertising/Interviewing: Transit Driver
- Advertising/Interviewing: CSW Intern
- Starting to organize our summer seasonal recruiting process and posting.

Employee Relations

- Continuing to have an open door for all employee concerns
- Meeting with DPW staff regarding inequity concerns with pay
- Discussion with Transit Manager on items for upcoming transit contract

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
- End of year 2015 Performance Review process has be completed
- Reviewing all Tuition Reimbursement applications

Compensation & Benefits

- Near-site clinic is open! We continue to have meetings regarding issues, reporting, and services
 - Open House was a success!
- ACA reporting preparation, partnership with Greatland for reporting and filing
- Continue with the implementation of Anthem medical and dental benefits, implementation with TASC on COBRA and Flex benefits
- Implemented Nurse Navigator for employees to utilize for questions

Safety & Risk Management

- One year completed for lost time injury program – a great success and employees enjoyed the pizza parties
- Safety committee meeting and discussion for 2016 goals – started implementing monthly topics
- Workers Compensation review and addressing concerns
- Emergency response plans for all City buildings in progress
- Finalizing MSDS implementation
- Self-insured for Workers Compensation is approved, completed implementation paperwork

Administration

- BPI meeting and action items
- Attended WPELRA conference
- Sunshine club meeting- proposed HR take this on
- Supervisor training on EAP program
- Employee training for Active Shooter

Separations

- Assessor (retirement)
- Police Chief (retirement)
- CSW Intern
- Police Officer
- Library Associate
- Library Clerk
- Winter seasonal staff
- Completed exit interviews with all voluntary separations/retirements