



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

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Monday, November 2, 2015

5:00 PM

Council Chambers

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### 1. CALL TO ORDER

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

### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Dan Koski, Jim Muenzenmeyer, Todd Blaser, Eric Sitkiewitz, 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: Report on Health Plan Funding

- [15-1139](#) Approval of October 19, 2015 Personnel Committee Minutes.
- [15-1140](#) Review of legal fees billed out through Human Resources.
- [15-1141](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-1143](#) Report out of Human Resources Initiatives.
- [15-1144](#) Report out of City Attorney's Initiatives.

### Approval of the Consent Agenda

**Moved by Brandel, seconded by Able, to accept the Consent Agenda items and place on file. The motion carried by the following vote:**

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

*Jim Brey arrived at 5:03 p.m.*

[15-1142](#) Report out on Health Plan Funding.

*Alder Brandel asked whether we would be underfunded for 2015. R. Blindauer indicated that it was a possibility. Alder McMeans questioned whether the higher costs were incurred by employees or retirees. R. Blindauer responded that most recently, the higher claims have been from employees.*

**Moved by Able, seconded by McMeans, to accept the report and place on file.**

**The motion carried by the following vote:**

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

## 5. DISCUSSION AND ACTION ITEMS

*Alder Sladky arrived at 5:13 p.m.*

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

[15-1109](#) Request for Permission to Post Transit Positions As Needed.

*Alder McMeans asked whether the reason that the request was made was due to the anticipated upcoming openings. The consensus was to allow the request through December 31, 2016. Discussion ensued on why this flexibility would be allowed for one department and not another.*

**Moved by Able, seconded by McMeans, to approve filling Transit positions as needed through December 31, 2016. The motion carried by the following vote:**

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

[15-1145](#) Discuss City Attorney Office Proposed Staffing.

*Attorney McDaniel indicated that she had budgeted an additional half-time staff attorney, in addition to two current employees for 2016. The Mayor included this in his 2016 budget, and McDaniel indicated that she wanted to make her oversight committee aware of the issue. Alder McMeans questioned why we would bring an attorney on staff and pay them for hours that we may not need. Alder Sladky questioned why an attorney would want to work part-time. Alder Brandel asked how much money would be budgeted for tax council.*

**Moved by Brandel, seconded by Able, to recommend to Council approval of the request. The motion carried by the following vote:**

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

[15-1110](#) Request to Enter into 2016 DPW Wage Agreement with Local 662.

*Alder Able indicated that this is a standard agreement. Brandel asked that the text "This agreement shall become retroactive to January 1, 2016...." be removed prior to approval.*

**Moved by Able, seconded by Hennessey, to recommend to Council approval to enter into DPW Agreement as requested. The motion carried by the following**

vote:

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

[15-792](#)

Resolution to Approve Background Check Policy.

*R. Blindauer indicated that there was currently no background check policy in place. She drafted a policy and included a provision which would require rechecks every five years. She also indicated that she would like to include a credit check, which has not been done before. The credit check would be outsourced. Alder Sladky questioned why we were not checking the motor vehicle history of any employee who drove a City vehicle. An extensive discussion ensued. Alder Able stated that we should not state that this background check "will" result in ineligibility but that it "may" result in ineligibility. Alder Brandel questioned whether CVMIC had suggestions about developing this policy. Volunteer background checks were discussed. Chair Hennessey requested that an educational and certification background check be included in the policy. She also stated that any conviction of child abuse should disqualify a person from working with children. Attorney McDaniel recommended bringing the policy back next meeting with the recommended changes.*

[15-1137](#)

Discussion regarding 2017 Transition from Step Only Plan to Pay for Performance Plan.

*R. Blindauer indicated that in 2017, any employee at Step 7 or above would receive pay for performance increases. The intention is to develop a budget specifically to fund the increases. Alder Able questioned whether we should start at Step 7. Discussion ensued on the current process. An extensive discussion ensued on how to implement this plan. This will be placed on the agenda next month for further discussion.*

## 6. ADJOURNMENT

**A motion was made by McMeans, seconded by Able, to adjourn at 6:24 p.m. The motion carried by the following vote:**

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

*Submitted by Rochelle Blindauer, Human Resources Director.*