



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, January 6, 2020

6:00 PM

Council Chambers

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#### 1. Call to Order

The meeting was called to order at 6:00 p.m.

#### 2. Roll Call

Jessie Lillibridge, Liz Majerus, Steve Corbeille, Todd Blaser, Justin Nickels, Dan Koski, Jeremiah Novak, Stacey Groll, Kerry Peck, and Debbie Charney

**Present:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

#### 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 out of Human Resources Initiatives January, 2020

- [19-1269](#) Approval of November 4, 2019 Personnel Committee Minutes
- [19-1270](#) Review of legal fees billed out through December, 2019-Human Resources
- [19-1271](#) Report out on Health Plan Funding
- [19-1273](#) Report out of City Attorney's Initiatives January, 2020

#### Approval of the Consent Agenda

**Moved by Williams, seconded by Pelot, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

#### 5. Discussion and Action Items

[19-1272](#)

Report out of Human Resources Initiatives January, 2020

Alder Sitkiewitz spoke to the annual market increase for compensation analysis, with exempt being 2.35% and non-exempt being 2.16% from Carlson Dettmann as recommendations. He stated that compensation increases are to be given in April 2020 and then asked Human Resource Director Lillibridge when the performance evaluations needed to be complete? Lillibridge stated they were due November 15, 2019. There was discussion on the evaluations that were not turned in and Sitkiewitz stated he will follow up with the Mayor.

**Moved by Sitkiewitz, seconded by Williams, that this Report out of Human Resources Initiatives January, 2020 be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0004](#)

Out of State Travel Request-Finance-Springbrook User Convergence-May 11-14, 2020-Portland, OR

There was no discussion on this item

**Moved by Kummer, seconded by Sitkiewitz, to approve this Out of State Travel Request-Finance-Springbrook User Convergence-May 11-14, 2020-Portland, OR and refer it to council for consent. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0002](#)

Discussion on Job Description for Administrative Assistant to the Mayor

Mayor Nickels and his assistant, Stacey Groll, explained to the committee why they both believe that the Assistant to the Mayor's job description needs to be updated and changed to an exempt position and repriced through Carlson Dettmann. There was discussion amongst the committee on the redlined version of the job description that was presented to the committee and also about what that position is spending the most time on. The Human Resources Director was asked for her recommendation on changing this to exempt and she cautioned the committee to look more thoroughly into the DOL regulations of misclassifying a position before making a decision of any sort to change the exempt status of the position. Lillibridge stated that she took the 2014 version and merged it with the 2018 version that had changes to provide the tracked changes version. Lillibridge felt nothing was added to the role at a greater level especially the education to constitute sending in the job description for pricing to Carlson Dettmann. Alder Sitkiewitz asks if the redlined version of the job description is an accurate reflection of what the position is currently? The Mayor stated that he did not feel it is accurate. The committee recommended updating the job description to accurately reflect current duties and bring it back to the committee once again in February, 2020 to determine if changes and/or repricing is necessary.

[20-0003](#)

Request to Restructure the Inspection Division and to Approve and Fill Lead Inspector Job Description

Fire Chief Todd Blaser and Human Resources Director Jessie Lillibridge explained to the committee the reasoning behind the request to restructure the Inspection Division to eliminate the position of Deputy Fire Chief and replace it with a Lead Inspector civilian position. The duties of the role and how they would change were talked about. Also reviewed was the difficulty recruiting for inspectors in the current workforce. The belief is that it will be much easier to recruit a civilian in this role due to the limited fire training.

**Moved by Kummer, seconded by Hansen, that this request to restructure the Inspection Division and approve the updated job description and send out for repricing be referred to the next Public Safety Committee meeting. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0001](#)

Update to Drug & Alcohol Policy (DOT Employees)-Addition of the FMCSA Clearinghouse

Human Resource Director Lillibridge explained to the committee that the Federal Government created this clearinghouse website where all CDL holders are required to register and upon hire have a full query ran and annually each have a limited query ran on this. This is meant to streamline background checks and report violations.

**Moved by Sitkiewitz, seconded by Kummer, that this Resolution to update to Drug & Alcohol Policy (DOT Employees)-Addition of the FMCSA Clearinghouse be approved and referred to Council. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

## 6. Convene in Closed Session

**Moved by Williams, seconded by Hansen, to convene in closed session at 7:23 p.m.. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

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:

[19-0618](#)

Teamsters Local No. 662 Transit Contract Negotiations

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[19-0975](#) DWD Complaint

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

## 7. Reconvene in Open Session

**Moved by Sitkiewitz, seconded by Kummer, to reconvene in open session at 7:28 p.m.. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

No Discussion

[19-0975](#) DWD Complaint

No Discussion

## 8. Adjournment

**Moved by Williams, seconded by Sitkiewitz, that this meeting be adjourned at 7:29 p.m.. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

Submitted by Debbie Charney, Human Resources Generalist