



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



TO: Personnel Committee  
FROM: Jessie Lillibridge, Human Resources Director  
RE: Human Resources Office Update  
DATE: November 7, 2016

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

### **Recruiting**

- Hired: Seasonals
- Hired: Library Director
- Hired: WWTF Administrative Assistant (internal transfer)
- Hired: Library Marketing Associate
- Hired: Electrical Inspector
- Hired: Library Teen Associate (internal transfer)
- Hired: Police Officer
- Hired: CSW Intern
- Hired: Accountant
- Advertising: Administrative Assistance – Mayor
- Advertising: Assessor
- Advertising/Interviewing: Seasonal (Riflery, Facility Attendant, Snowplow Operator, Water Instructor)
- Advertising/Interviewing: Library Page
- Advertising/Interviewing: Library Clerk
- Advertising: Transit Driver
- Advertising: Crossing Guard
- Advertising: Police Officer

### **Employee Relations**

- Continuing to have an open door for all employee concerns
- Transit Grievance – appealing settlement denial
- Fire WC appeal was won by the City, however will likely be appealed
- Transit negotiations for new contract
- Investigation and discipline for employees

### **Organizational Development & Training**

- Mandatory Anti-Harassment Training session being held the first two weeks of November.
- Succession Planning –working with departments
- Spot Award program has been well-received.

- Beginning to plan for end-of-year performance reviews.

#### **Compensation & Benefits**

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Attached is the monthly report.
- HRAs were held the first two weeks of October – results have been received by participants.
- Open enrollment meetings were held October 17-21.
- Wellness committee meeting and actions – continuing monthly health topics and lunch and learn programs. Another weight management session Oct-Dec. Planning for next year is underway.

#### **Safety & Risk Management**

- Safety committee meeting and discussion for 2016 goals, continue monthly topics
- Continue the lost time injury program, employees are enjoying it and keep an eye out for safety
- Workers Compensation review and addressing concerns –one lost time injury so far this year
- Emergency response plans for all City buildings in progress
- Developing a Hearing Conservation policy, currently doing noise studies in various departments.

#### **Administration**

- Continuing to train HR Generalist
- Working on ACA Reporting for end of year
- Working with departments on job description updates

#### **Separations**

- Bridgetender (retirement)
- Library Page
- Mayor's Administrative Assistant
- Accountant (internal transfer)
- WWTF Operator
- Completed exit interviews with voluntary separations/retirements

*Attachment*

# Aurora BayCare Manty Clinic Summary

City of Manitowoc  
YTD September 2016

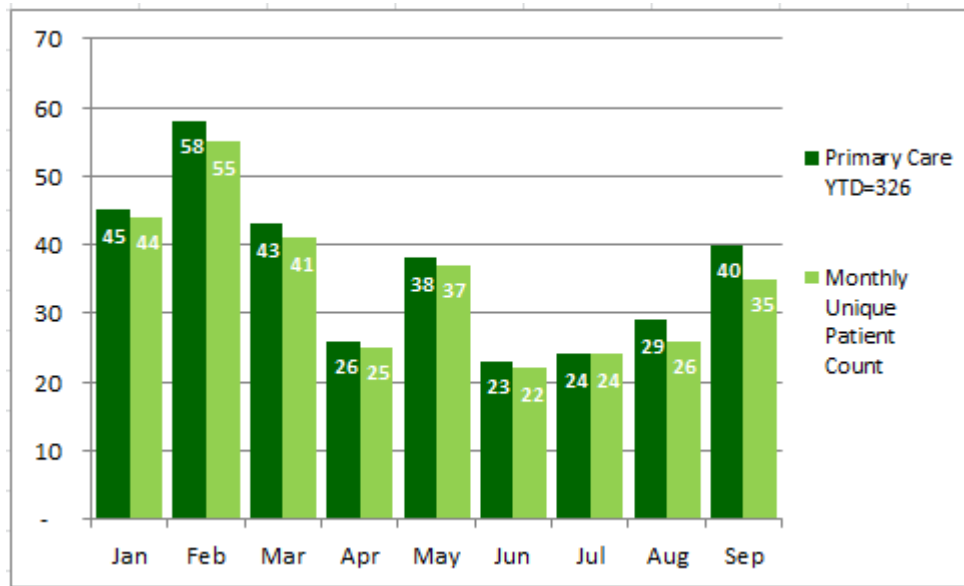


*Aurora BayCare Medical Center*

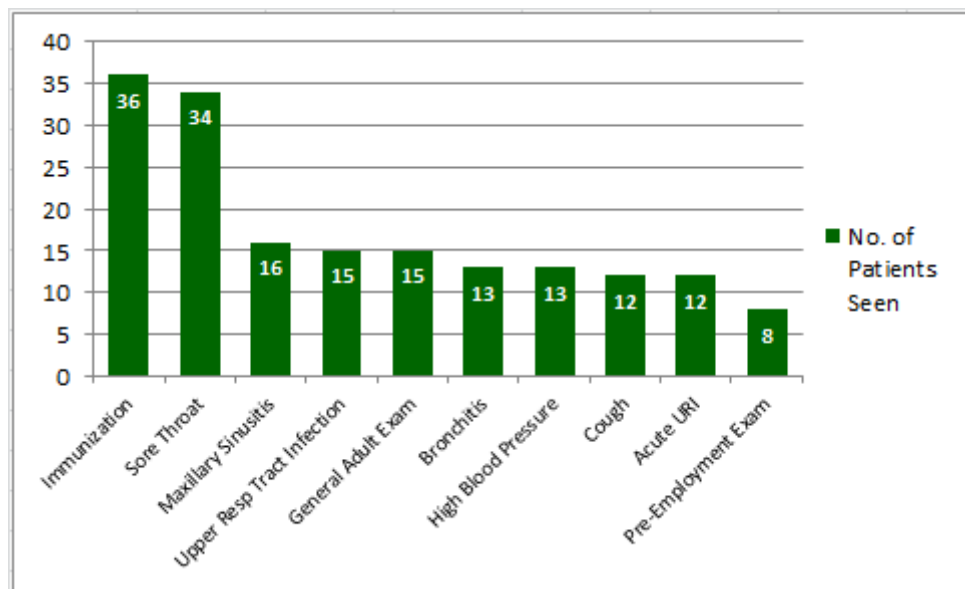


# Utilization of Clinic

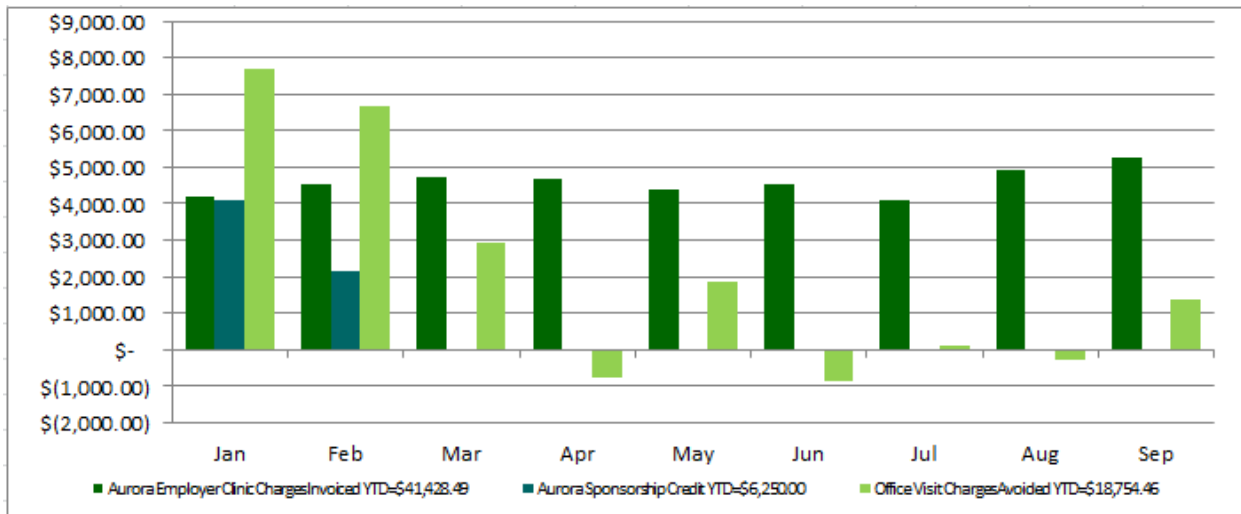
## Number of Patient Visits



## Top Diagnoses Treated



# Clinic Analysis



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD Sept 2016
<b>Total Primary Care Office Visit Charges Avoided</b>	\$ 7,830.06	\$ 9,044.91	\$ 7,651.95	\$ 3,937.62	\$ 6,274.07	\$ 3,662.41	\$ 4,230.75	\$ 4,650.37	\$ 6,650.81	\$ 53,932.95
<b>Aurora Employer Clinic Charges Invoiced</b>	\$ 4,217.98	\$ 4,511.13	\$ 4,738.74	\$ 4,683.59	\$ 4,410.06	\$ 4,546.37	\$ 4,111.05	\$ 4,934.90	\$ 5,274.67	\$ 41,428.49
<b>Aurora Sponsorship Credit</b>	\$ 4,099.23	\$ 2,150.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250.00
<b>Total Savings Using Aurora Clinic</b>	\$ 7,711.31	\$ 6,684.55	\$ 2,913.21	\$ (745.97)	\$ 1,864.01	\$ (883.96)	\$ 119.70	\$ (284.53)	\$ 1,376.14	\$ 18,754.46

<b>Total Visit Types</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD Sep 2016
Office Visit, New Patient, Level II	-	-	-	1	3	1	-	-	2	7
Office Visit, New Patient, Level III	13	7	-	-	2	-	-	2	5	29
Office Visit, Est Patient, Level II	-	1	-	-	3	-	-	1	-	5
Office Visit, Est Patient, Level III	30	49	39	24	29	19	18	23	31	262
Preventive Care, New Patient Age 40-64	1	-	-	-	-	-	-	-	-	1
Preventive Care, Est. Patient Age 12-17	-	-	-	-	-	2	3	2	-	7
Preventive Care, Est. Patient Age 18-39	-	1	1	1	-	-	-	1	1	5
Preventive Care, Est. Patient Age 40-64	1	-	3	-	1	1	2	-	1	9
<b>Grand Total</b>	<b>45</b>	<b>58</b>	<b>43</b>	<b>26</b>	<b>38</b>	<b>23</b>	<b>23</b>	<b>29</b>	<b>40</b>	<b>325</b>
<b>Vaccinations &amp; Pre Employment</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD Sep 2016
90651 HPV VACCINE 9 VALENT	-	-	3	-	-	-	-	-	-	3
90715 TETANUS/DIPHTHERIA/ACELLULAR PERTUSSIS	-	-	2	-	3	-	2	2	2	11
90686 INFLUENZA QUADRIVALENT SPLIT P FREE &gt; 3 YRS V	-	-	1	-	-	-	-	-	-	1
86580 TB INTRADERMAL TEST	-	-	1	-	-	1	-	-	-	2
DH143 RAPID TEST DRUG KIT & COLLECTION 10 PANEL	-	-	-	1	5	-	-	-	-	6
<b>Grand Total</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>23</b>

# Employee Survey Summary

We asked your employees to rate their satisfaction with the care they received. Below are the aggregate results of all employees completing the survey.

