



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, February 5, 2018

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, Kathleen McDaniel, Nick Reimer, Jim Muenzenmeyer, Todd Blaser, Nic Sparacio, Denise Larson, Greg Vadney, Dan Koski, Mike Sgarioto, Eric Bauer, and Debbie Charney.

**Present:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

#### 3. Public Comment

Mike Sgarioto approached the table stating he is a 23 year employee of DPI. He stated that he understands there is another closed session for central states insurance discussion. He asked Council to consider meeting to explain the health insurance to Council.

#### 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: None

- [18-0077](#) Approval of January 4, 2018 Personnel Committee Minutes.
- [18-0078](#) Review of legal fees billed out through December 2017-Human Resources.
- [18-0079](#) Report out on Health Plan Funding.
- [18-0080](#) Report out of Human Resources Initiatives January, 2018.
- [18-0081](#) Report out of City Attorney's Initiatives January, 2018.

#### Approval of the Consent Agenda

**Moved by Czekala, seconded by Novak, to accept the Consent Agenda items. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

## 5. Discussion and Action Items

[18-0087](#)

Out of state travel request-PD-Force Science Institute-May 8-9, 2018

Nick Reimer approached the table to explain the out of state travel request for Force Science Institute Realistic De-escalation Training. Upon return of the two officers, this training will be shared with the department to reduce the need to use force including dealing with subjects with mental health issues. Reimer stated there is no training in Wisconsin for this. The cost of the training will be \$1,475.

**Moved by Czekala, seconded by Kummer, that this request for out of state travel fees, PD-Force Science Institute be approved. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0095](#)

Out of state travel request-RWAM-American Alliance of Museums Advocacy Day-Feb. 26-28, 2018

Greg Vadney approached the table and explained that this annual event is an opportunity for museum professionals to interact with elected officials to better explain the benefits of museums in the community and to learn about prevailing issues in federal policy that affect museums. This event would cost \$398 total due to a \$500 stipend granted toward Greg's registration to attend as the Vice President of the Wisconsin Federation of Museums.

**Moved by Novak, seconded by Czekala, that this Request for out of state travel for RWAM-American Alliance of Museums Advocacy Day be approved. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0088](#)

Request to hire an Intern for Community Development for May-August.

Nic Sparacio approached the table with a request to hire an intern for Community Development from May-August, 2018 for 20 hours per week for 14 weeks with a pay rate of approximately \$12.00 per hour which he stated he can support within budget limits. Discussion on paid vs. non paid and the hiring procedure was held.

**Moved by Czekala, seconded by Novak, to hire an Intern for Community Development from May-August 2018. There was no vote on this motion.**

**Moved by Eric Sitkiewitz, seconded by Gabriel, to amend the first motion as follows: To hire an Intern for Community development, approve the job description and post through the normal job posting process. The amendment carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Gabriel

**Nay:** 1 - Novak

**Moved by Eric Sitkiewitz, seconded by Gabriel, to approve job description and post through the normal job posting process and forward to Finance Committee as amended. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Gabriel

**Nay:** 1 - Novak

[18-0090](#)

Resolution to approve revised job description for PT Administrative Support Specialist-Senior Center-DPI.

Dan Koski approached the table to explain the need to increase the 20 hour per week position to 29 hrs per week. There are projects in other areas of the department that need more assistance. Also there is a current admin who has been working more hours to cover for a vacant position due to an internal transfer to the RWAM.

**Moved by Novak, seconded by Gabriel, to approved revised job description for part time Administrative Support Specialist-Senior Center-DPI and refer to the Public Infrastructure Committee. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0091](#)

Resolution to reassign DPI employees and to request approval for two month overlap.

Jim Muenzenmeyer approached the table to explain that a Maintenance Engineer will be leaving on June 8, 2018. He is asking for a two month overlap for training of a current employee due to the very detailed pool opening and closing process. The funding for the overlap is available within the budget.

**Moved by Novak, seconded by Gabriel, to accept and refer to Public Infrastructure the reassignment of DPI employees with a two month overlap for training. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0099](#)

Discussion and possible action on the job description review process.

Jessie Lillibridge explained the current process for the approval for changes in a job description which is approval through oversight committee, then Personnel Committee, then to Council for approval.

**Moved by Gabriel, seconded by Czekala, to direct the City Attorney to draft a resolution that job descriptions with minor changes do not need to go to Council with the exception of jobs descriptions that are going to cause a job to be repriced in our comp plan, new jobs, or significant changes. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[18-0117](#) Seasonal Hiring Policy and Rates. Recommending to approve the policy and rates.

There was some discussion on the rate for an HR Intern and if it was current. Jessie Lillibridge confirmed that is was accurate but we had not hired an HR intern since 2016.

**Moved by Czekala, seconded by Gabriel, to accept and forward to Council a resolution approving the seasonal hiring policy and rates. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

## 6. Convene In Closed Session

**A motion was made by Novak, seconded by Gabriel, to convene in closed session at 6:36 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

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:

[17-1275](#) Central States Insurance Discussion

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

## 7. Reconvene in Open Session

**A motion was made by Gabriel, seconded by Kummer, to reconvene in open session. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-1275](#) Central States Insurance Discussion

**Moved by Gabriel, seconded by Czekala, to approve and refer to Council that beginning on 01-01-2019 the City will only offer the City's Insurance unless otherwise required by collective bargaining. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

## 8. Adjournment

**A motion was made by Novak, seconded by Kummer, to adjourn at 6:56 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

Submitted by Jessie Lillibridge, Human Resources Director