



City of Manitowoc

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

Meeting Minutes - Final Personnel Committee

Monday, August 17, 2015

5:00 PM

Council Chambers

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order

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

2. Roll Call

Rochelle Blindauer, Dan Koski, Tony Dick, Todd Blaser, Jessie Lillibridge

Present: 4 - Hennessey, Able, McMeans and Brandel

Absent: 1 - Sladky

3. Approval of Minutes

[15-839](#) Approval of August 3, 2015 Personnel Committee Minutes.

Moved by Brandel, seconded by McMeans, to approve minutes. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, McMeans and Brandel

4. Public Comment

None.

5. Discussion and Action Items

[15-850](#) Resolution granting HR Director and Department Head flexibility for increased PTO level.

Rochelle Blindauer stated that in order to bring in the best candidates, giving Department Heads and the HR Director the option to offer more PTO to a potential employee is a benefit that the City can offer at no cost. Alder Brandel asked how many levels of PTO are currently in the Employee Policy Manual and whether when PTO is taken, extra employees are hired at an additional cost. R. Blindauer explained that was not the case. Alder Able expressed concern about unintended consequences related to equitability, as he feels some Department Heads would not use this and others would use it often. He feels it is the Council's responsibility to extend additional PTO to candidates. Alder Brandel questioned whether the length of time it takes to get approval from the Council is a factor. Chair Hennessey asked about a plan to manage the potential of inequity this may cause. R. Blindauer stated that when a candidate is screened, it would be determined whether the potential employee has the years of experience or expertise to warrant an increase in PTO. Hennessey confirmed that it would be Human Resources' responsibility to manage this and to ensure it is not abused. She recommended modifying the Resolution adding, "...or accelerated schedule." R. Blindauer indicated that she does not want to create additional levels in the PTO schedule. Chair Hennessey recommended including hiring exceptions to the PTO schedule in the monthly recruitment report. Alder McMeans confirmed that he wants to give the HR Department a tool to do their job better but would like the oversight committee to be informed. Alder Brandel stated that it seems that we are creating a resolution for something that happens infrequently.

Moved by Alder McMeans, seconded by Chair Hennessey, to recommend approval of the Resolution with the inclusion of an accelerated schedule and that Human Resources report exceptions to the Committee. Alder McMeans subsequently amended his motion to include that this Resolution expire on December 31, 2016 and if necessary, at that time, renewed. The motion carried by the following vote:

Aye: 3 - Hennessey, McMeans and Brandel

Nay: 1 - Able

Alder Brey arrived at 5:19 p.m.

Alder Sladky arrived at 5:23 p.m.

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

[15-838](#)

Talent Management System Presentation and Possible Action.

A presentation was shown to the Committee, showing them the Perform system, that is being considered to be purchased for talent management tracking. R. Blindauer stated that this is the system that is preferred based on her research of the available systems. NeoGov is running a special through August for current clients. This system would assist with succession planning as well as performance evaluations and developing organization charts. The first year investment would be \$11,290, and annual investment after implementation would be \$9,790. NeoGov would allow the City to pay \$2,500 this year and pay the remainder in January 2016. Alder Able questioned whether there was money in the budget for the payment required this year to which R. Blindauer stated that there was. Alder McMeans questioned whether the City has the the manpower to implement the system and to require employees to use the new system. R. Blindauer stated that the City would be able to implement the system with help from NeoGov. Alder Brandel asked about self-training modules in this system. Alder Sladky expressed concern with justifying the cost of this system when Outlook can send these reminders now. He

questions how much time would be saved using this system. Alder McMeans would like further discussion to determine if there is a time-saving capability with this tool. He wondered if the Mayor was aware of this system along with the cost for the next budget year. Alder Able stated that he feels this would be more efficient and that it would be money well-spent. Chair Hennessey reminded the Committee that in 2017, the City will be going to a pay-for-performance compensation plan, which will require an efficient, less cumbersome process for performance evaluations and that from a legal standpoint, it would help to have the system. The consensus was to go back to NeoGov to gather more info on the system and its time-saving abilities, and to get farther along in the budget process prior to making a decision.

Alder Sitkiewitz arrived at 5:40 p.m.

6. Adjournment

A motion was made by Alder Brandel, seconded by Alder McMeans, to adjourn at 6:08 p.m. The motion carried by the following vote:

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

Submitted by Rochelle Blindauer, Human Resources Director.