



City of Manitowoc

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

Meeting Minutes - Final Personnel Committee

Monday, September 8, 2014

5:00 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

Amanda DeValk, Nancy Cirra from M3, Mayor Justin Nickels, Cherilyn Stewart, Mike Sgarioto, Todd Blaser, Rochelle Blindauer, Dan Koski, Tony Dick, Mike Jaeger, Steve Corbeille, Jane Rhode

Present: 4 - Able, Hennessey, Sitkiewitz and McMeans

Absent: 1 - Schema

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

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

- [14-1678](#) Approval of August 11th, 2014 Personnel Committee Minutes.
- [14-1679](#) Review of legal fees billed out through Human Resources.
- [14-1680](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [14-1681](#) Report out on Health Plan Funding.
- [14-1755](#) Report out of Human Resources initiatives.
- [14-1756](#) Report out of City Attorney's Office initiatives.

APPROVAL OF CONSENT AGENDA

Moved by Sitkiewitz, seconded by Able, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

5. DISCUSSION AND ACTION ITEMS

[14-1748](#) Residency exception request from Police Officer Amanda DeValk.

Amanda explained her request to the Committee.

Moved by McMeans, seconded by Sitkiewitz, that this Request be granted. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

[14-1749](#) 2015 Benefits recommendation from M3.

Nancy Cirra from M3 appeared and explained to the Committee their analysis and recommendations of the plan for 2015, including increasing deductibles, with the increases to be funded by HRA's, tobacco surcharge for employees identified as tobacco users, alternative RX Step Therapy with ServeYou, compliance with therapeutic monitoring, separate RX drug co-pays and eliminating insurance benefits for employees under 30 hours per week.

Alder Schema arrived at 5:11 p.m.

Moved by Sitkiewitz, seconded by Schema, to approve M3's recommendations for 2015. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Schema and Sitkiewitz

Abstain: 1 - McMeans

[14-1657](#) Reorganization Plan for Finance/Treasury Department

Steve Corbeille addressed the Committee and explained the need for his department's reorganization due to the retirement of the Assistant Finance Director by the end of the year. The reorganization has been approved by the Finance Committee, and involves eliminating the Assistant Finance Director and Business Manager positions, and replacing them with newly created Comptroller and an entry level Accountant positions.

Moved by Able, seconded by Schema to approve the reorganization plan. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans.

6. CONVENE IN CLOSED SESSION.

[14-1754](#) New hire wage rate for open Fleet Mechanic position.

[14-1753](#) Discussion of Police and Fire Negotiation Preparations.

Notice is hereby given that the above governmental body will adjourn to a closed session pursuant to Sections 19.85 (1)(c), 19.85 (1)(e) and 111.70 of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding collective bargaining.

The specific subject matters that may be considered in closed session are Items 14-1754 and 14-1753 noted above.

Moved by Able, seconded by Sitkiewitz, to convene in closed session at 5:30 p.m. The motion carried by the following roll call vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

RECONVENE IN OPEN SESSION

Moved by McMeans, seconded by Schema, to reconvene in open session at 6:10 p.m. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1750](#)

Compensation Plan Wrap-up: Recommendations on Appeals and newly created Guidelines.

Rochelle Blindauer explained and discussed with the Committee the revised pay plan and its implementation, including changing probationary periods for new hires from 6 months to 90 days, eliminating the 85% of Step 1 for pay grades, title changes, Carlson Dettmann's recommendations on employee appeals. Committee discussed the internal equity recommendations.

Moved by McMeans, seconded by Able, to approve with the exception of internal equity recommendations. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1770](#)

Business Associate Agreement with BMO Benefit Services for employee flex benefits' administration.

Moved by Able, seconded by McMeans, that this Agreement be approved. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1751](#)

Restructure for the Mayor, City Attorney and Human Resource offices.

Alder Hennessey advised that she will schedule a special meeting early next week to discuss this time sensitive matter.

7. ADJOURNMENT

Moved by Sitkiewitz, seconded by Schema, Committee adjourned at 6:33 p.m. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

Submitted by Rochelle Blindauer, Human Resources Director