



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, February 1, 2016

5:00 PM

Council Chambers

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#### 1. CALL TO ORDER

*The meeting was called to order at 5:03 p.m.*

#### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Jim Muenzenmeyer, Nick Reimer, Rob Barbier, Steve Corbeille, Dan Koski, Marcus Neseemann (HTR), Shawn Esslinger & Jay Scott (AFG), Jessie Lillibridge*

**Present:** 3 - Hennessey, Able and Brandel

**Absent:** 2 - McMeans and Sladky

#### 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: Alder Brandel requested that the Health Plan Funding report be removed from the Consent Agenda prior to approval.

- [16-0042](#) Approval of December 15, 2015 Personnel Committee Minutes.
- [16-0043](#) Review of legal fees billed out through Human Resources.
- [16-0044](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [16-0053](#) Report out of Human Resources Initiatives.
- [16-0054](#) Report out of City Attorney's Initiatives.

#### Approval of the Consent Agenda

**Moved by Able, seconded by Brandel, to accept the Consent Agenda Items and place on file. The motion carried by the following vote:**

**Aye:** 3 - Hennessey, Able and Brandel

[16-0045](#) Report out on Health Plan Funding.

*Alder Brandel questioned why the total funding line for 2015 did not match. AFG will review and determine if there is an error in the calculation and will follow up with updated report in March.*

**Moved by Brandel, seconded by Able, to place the report on file. The motion carried by the following vote:**

**Aye:** 3 - Hennessey, Able and Brandel

## 5. DISCUSSION AND ACTION ITEMS

[16-0040](#) Presentation by AFG on 2015 insurance claims and clinic partnership.

*Jay Scott and Shawn Esslinger approached the table. Mr. Scott gave an overview of the 2015 AFG activities, health care costs and the Manty Health and Wellness Center. The medical costs were over budget for 2015. The dental plan was over budget as well. Discussion ensued on the items that rose significantly and how the Manty Clinic will hopefully decrease those costs in the next calendar year. Alder Hennessey requested that the Human Resources department provide monthly clinic usage to the Committee.*

*Scott McMeans and Eric Sitkiewitz arrived at 5:07 p.m.*

*Sladky arrived at 5:10 p.m.*

*Karen Dorow arrived at 5:20 p.m.*

*Gregg Kadow arrived at 5:25 p.m.*

*Todd Blaser arrived at 5:31 p.m.*

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

[16-0035](#) Discuss inequities between Streets and Parks Divisions' wages.

*This item was tabled and will be discussed in March.*

[16-0107](#) Discuss short-term disability voluntary employee benefit.

*R. Blindauer indicated that the City does not currently have a short-term disability plan. She asked AFG to look into supplemental plans that employees could purchase. The recommendation is to offer Anthem option 1. The benefit pays out 60% of salary up \$1,000 per week and can*

*use sick time or PTO to supplement their salary up to 100%. Alder McMeans clarified that this would be at the employees' cost. The administration costs of the program would be minimal, primarily it would require the time to process the payroll deductions. Discussion ensued on the current policy, which requires employees to exhaust their sick bank prior to a short-term disability being used. Alder Brandel inquired about enrollment in the program. There is no open enrollment. The current policy will be placed on an upcoming agenda for review and possible revision.*

**Moved by Able, seconded by Sladky, to recommend implementing the voluntary short-term disability plan (Anthem option 1) effective March 1, 2016. The motion carried by the following vote:**

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

*Jay Scott and Shawn Esslinger left the meeting at 5:47 p.m.*

[16-0086](#)

Police Department out-of-state travel request - IACP.

**Moved by Able, seconded by Sladky, to approve this request. The motion carried by the following vote:**

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

[16-0087](#)

Police Department out-of-state travel request - ILEETA.

**Moved by Able, seconded by Sladky, approved this request. The motion carried by the following vote:**

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

[16-0036](#)

Discuss Transit Driver sign-on bonuses.

*J. Muenzenmeyer updated the Committee on the difficulty in hiring Transit Drivers. He proposes offering a \$500 sign on bonus after the driver has been working for the six month probationary period. Alder Able indicated that he feels this would be a good option to get quality drivers. Alder McMeans recommended having a specific amount of time that the drivers would be required to remain employed to avoid having to repay the bonus.*

**Moved by Able, seconded by McMeans, to approve this request for discussion.**

**Moved by Able, seconded by McMeans, to amend the original motion, recommending offering part-time Transit Drivers a \$500 sign-on bonus effective through December 31, 2016, and to include a retention agreement of up to one year from payment. The motion carried by the following vote:**

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

*Marcus Nesemann left the meeting at 5:55 p.m.*

## 6. CONVENE IN CLOSED SESSION

**A motion was made by Able, seconded by Brandel, to convene in closed session at 5:55 p.m. The motion carried by the following vote:**

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

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

[16-0037](#) Discuss compensation for Police Department employee.

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

[16-0038](#) Discuss secondary employment policy.

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

## 7. RECONVENE IN OPEN SESSION

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

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

[16-0037](#) Discuss compensation for Police Department employee.

**Moved by Able, seconded by Brandel, to recommend amending the current policy that those employees with substantially high annual reviews be eligible for a two-step move on the Compensation Plan with Council approval. The motion carried by the following vote:**

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

**Moved by Able, seconded by Brandel, to recommend approval of movement of Police Department employee to Step 4, based on the amendment of the Compensation Plan, effective July 1, 2016. The motion carried by the following vote:**

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

[16-0039](#)

Discuss disabling web-based email for non-exempt employees.

*This item was not discussed due to time restraints but will be placed on the next agenda.*

[16-0038](#)

Discuss secondary employment policy.

*Not discussed in open session.*

## 8. ADJOURNMENT

**A motion was made by McMeans, seconded by Sladky, to adjourn at 6:23 p.m.**

**The motion carried by the following vote:**

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

*Submitted by Rochelle Blindauer, Human Resources Director.*