



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: March 3, 2017

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

Recruiting

- Hired: Library Associates: Children's & One-to-one Literacy
- Hiring: Police Officer
- Hired: Seasonals
- Advertising: Firefighter
- Advertising: WWTF Chemist
- Advertising: Streets Laborer
- Advertising: Seasonals
- Advertising: Crossing Guard
- Advertising: Police Officer
- Advertising: Library Youth Services Manager
- Interviewing: PD Clerk Typist
- Interviewing: WWTF Superintendent

Employee Relations

- Continuing to have an open door for all employee concerns
- Transit Grievance – appealing settlement denial, mediation set for April, the union has withdrawn this grievance complaint.
- Fire WC appeal was won by the City, and upheld by the Labor and Industry Review Commission. This means that we do not owe any WC for this case. Our attorney indicates that this also means an appeal on the duty disability case is unlikely.
- Transit negotiations for new contract – interest arbitration scheduled for April 12.
- Investigation and discipline for employees

Organizational Development & Training

- Succession Planning –working with departments – collecting resumes for open positions.
- Spot Award program has been well-received.
- Performance reviews have been mostly finished. There are a few employees out on medical leaves that need to be completed.
- Performance Evaluation workshop is scheduled for March 9 for all supervisors.

Compensation & Benefits

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Attached is the monthly report.
- Continuing to work through some issues with Anthem.
- Wellness committee meeting and actions – continuing monthly health topics and lunch and learn programs. 2017 Wellness calendar has been developed.
- Total compensation statements have been received and will be delivered to all employees.
- Proposals received from Benefits Consultants.
- Reviewing current compensation plan.

Safety & Risk Management

- Safety committee meeting and discussion, continuing monthly topics.
- Continuing the lost time injury program, employees are enjoying it and continue to report safety concerns. Pizza parties earned by five City locations for no lost time in 2016.
- Workers Compensation review and addressing concerns.
- Emergency response plans for all City buildings in progress.

Administration

- ACA Reporting for 2016 was completed.
- Working with departments on job description updates.

Separations

- Library Page (2)
- Firefighters (2)
- Police Officer
- WWTF Chemist
- Received retirement notices for City Clerk and Police Captain (retiring in June)
- Completed exit interviews with voluntary separations/retirements

Attachment

Aurora BayCare Manty Clinic Summary

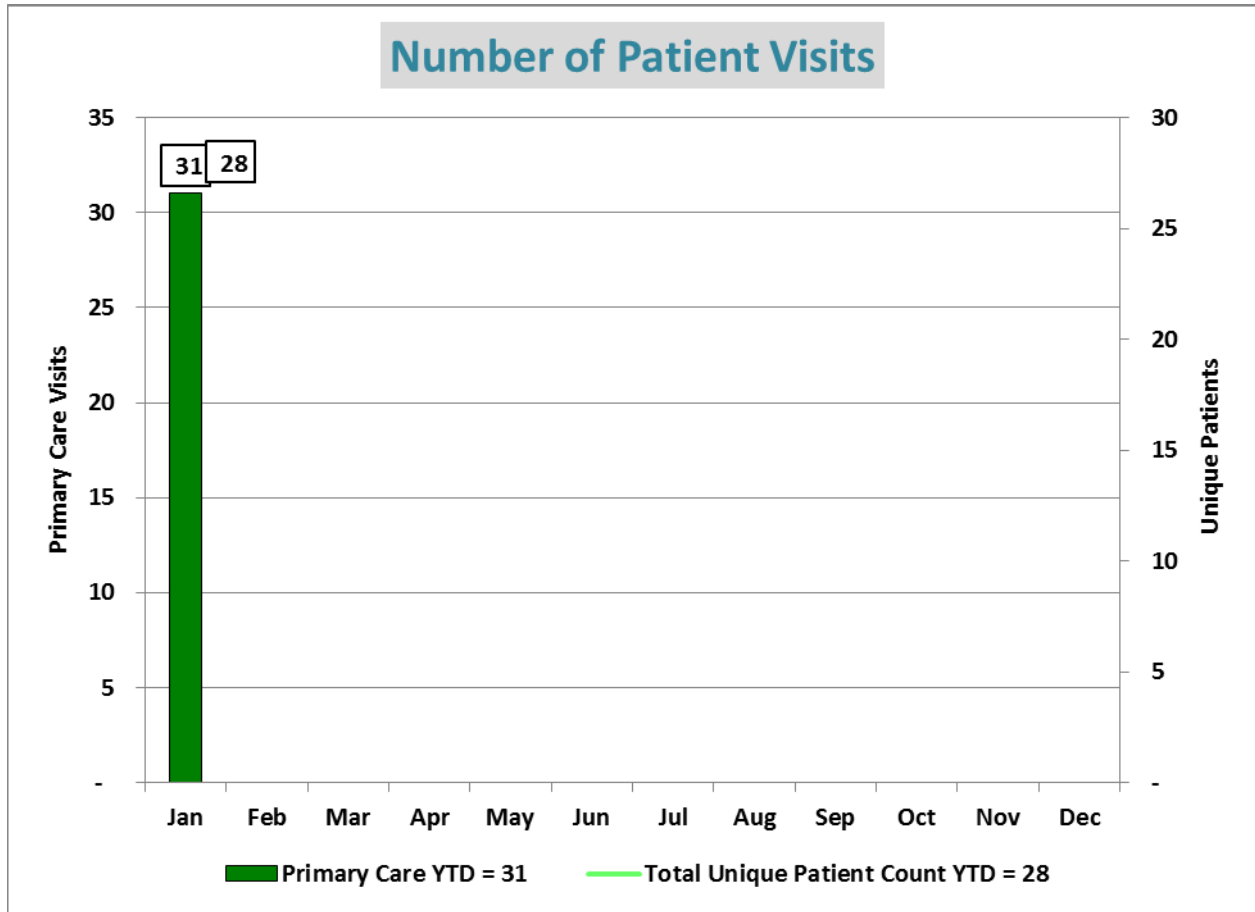
City of Manitowoc
YTD January, 2017



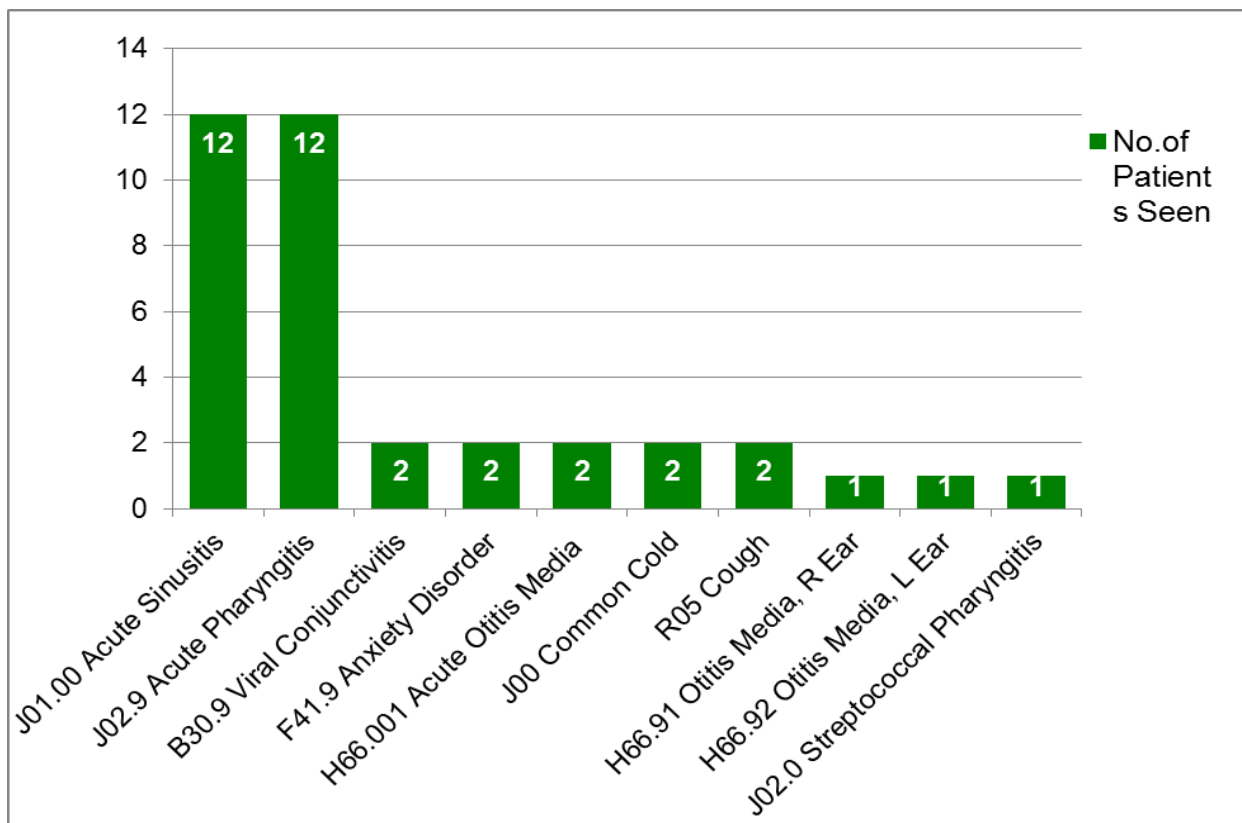
Aurora BayCare Medical Center



Utilization of Clinic



Top Diagnoses Treated



Clinic Analysis

Cost Comparison: Aurora Clinic vs. Employer Clinic



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Dec 2017
Customary Clinic Charges	\$ 6,008.83												\$ 6,008.83
Employer Clinic Charges	\$ 5,463.31												\$ 5,463.31
Estimated Savings	\$ 545.52												\$ 545.52

Total Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD 2017
Office Visit, New Patient	3	-	-	-	-	-	-	-	-	-	-	-	3
Office Visit, Est Patient	28	-	-	-	-	-	-	-	-	-	-	-	28
Grand Total	31	0	0	0	0	0	0	0	0	0	0	0	31