



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, March 7, 2022

5:30 PM Council Chambers. Meeting also available via Remote Conferencing-Zoom.

1. Call to Order

The meeting was called to order at 5:31 p.m.

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Amy Eisenschink, Nick Reimer, Dan Koski, and Debbie Charney

Present: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

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: None

- [22-0191](#) Approval of the February 7, 2022 Personnel Committee Minutes
- [22-0192](#) Review of Legal Fees Billed out Through February, 2022-Human Resources
- [22-0194](#) Report out of Human Resources Initiatives March, 2022
- [22-0195](#) Report out of City Attorney's Initiatives March, 2022

Approval of the Consent Agenda

Moved by Vanderkin, seconded by Czekala, to accept the Consent Agenda Items as presented. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

5. Discussion and Action Items

- [22-0193](#) Update on Health and Dental Plan Funding Reporting
Human Resources Director Jessie Lillibridge explained to the committee

that the monthly report listed on the consent agenda for each month's meeting is no longer being provided by our broker, USI. Instead there will be a quarterly report provided to the City. There was no action taken on this item.

This Report was placed on file

[22-0197](#)

Request to Approve Commercial Driver's License (CDL) Training Policy

Human Resources Director Jessie Lillibridge explained to the committee that the DOT has implemented new restrictions on securing a Commercial Drivers License (CDL) which began on February 7, 2022. These restrictions limit employers ability to train on the job. To remain competitive, the City would like to reimburse new employees needing a CDL upon successful completion.

Moved by Czekala, seconded by Vanderkin, to approve the request for a Commercial Driver's License (CDL) Training Policy and refer Council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[22-0198](#)

Request to Approve Seasonal Police Department Assistant Job Description and Fill Position

Police Chief Nick Reimer explained to the committee the need for an addition of a Seasonal Police Department Assistant. Staffing at the Police Department is low at this time and Detectives could focus on higher level tasks with the assistance of a seasonal position being added.

Moved by Czekala, seconded by Vanderkin, to approve the Job Description and the request to hire a Seasonal Police Department Assistant and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[22-0199](#)

Request to Approve Employee Policy Manual Revisions-March, 2022

Human Resource Director Jessie Lillibridge explained the revisions to the Employee Policy Manual to the Committee and that another Employee Policy Manual language revision request would be brought to the April Personnel Committee meeting.

Moved by Sitkiewitz, seconded by Vanderkin, to approve the presented Employee Policy Manual Revisions and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

6. Adjournment

Moved by Czekala, seconded by Vanderkin, that this meeting be adjourned at 5:47 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

Submitted by Debbie Charney, Human Resources Generalist