



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, August 1, 2016

5:30 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. ROLL CALL

Mayor Justin Nickels, Kathleen McDaniel, Jessie Lillibridge, Steve Corbeille, Rob Barbier, Nic Sparacio, Dan Koski, Karen Dorow, Shawn Esslinger from Associated Financial Group (AFG).

Present: 3 - Sitkiewitz, Howe and Brey

Absent: 1 - 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: None

[16-0703](#) Approval of June 6, 2016 Personnel Committee Minutes.

[16-0704](#) Review of legal fees billed out through Human Resources.

[16-0705](#) Report out on Health Plan Funding.

[16-0706](#) Report out of Human Resources Initiatives.

[16-0707](#) Report out of City Attorney's Initiatives.

APPROVAL OF THE CONSENT AGENDA

Moved by Brey, seconded by Howe, to accept the Consent Agenda and place on file. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

5. DISCUSSION AND ACTION ITEMS

[16-0700](#)

Discussion and possible action on 2017 Health Care Plan - AFG Presentation.

Jessie Lillibridge advised that Shawn Esslinger from Associated Financial Group (AFG) was here to give a recommendation for the City's health plan for 2017. Shawn Esslinger and Steve Corbeille addressed the committee and reported on the changes made to the City's health plan over the past year. Manty Health and Wellness Center was created for the plan's near site clinic, which is for acute care, vaccinations and pre-employment physicals, at no cost to participating health plan employees. The results have been very impressive, with the City's participation up to 33% from the projected participation of 25%.

AFG is in the process of finalizing a savings report to the City, and have completed a mid-year analysis and recommend to renew with Blue Cross Blue Shield, Blue Priority Network and Express Scripts. As it is now a 3% increase in premiums for medical is expected for 2017, but the dental is doing very well and is expected to remain the same. On the wellness portion of the plan, they are looking to expand the HRA panel of lab tests, to include calcium, prostate PSA testing and a fasting glucose level test. HRA's will be able to be performed at the Manty Health and Wellness Center as an alternative site. Wellness incentives will remain at FSA contributions of \$100 for single coverage and \$200 if both the employee and their spouse participate. For informational purposes at this time, the City will be working towards implementing a change to the plan in 2018 by introducing premium incentives based on individuals biometric results.

Committee discussed and was in support of the overall health plan.

Moved by Brey, seconded by Howe, to stay with Blue Cross Blue Shield, Blue Priority Network and the current dental benefit plan package, for 2017.

Aye: 3 - Sitkiewitz, Howe and Brey

[16-0698](#)

DPI out-of-state travel request - FASTER Conference.

Dan Koski addressed committee and explained his budgeted request for three of his employees to attend the FASTER Conference, and the importance and need to reduce DPI's inventory and improve its inventory system. He answered questions and addressed concerns raised by the committee of the need and roles of his employees to attend and be out at the same time.

Moved by Howe, seconded by Brey, to approve the request. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

[16-0695](#)

WPPA Side Letter Agreement - Temporary Detective Status.

Rob Barbier addressed the committee and explained the partnership with MTSO for metro drug detectives. This involves step-up pay while working in metro drug units. This Side Letter Agreement is merely to clean things up to document with the department's current practice of crediting patrol officers with time as a detective for pay scale determination.

Moved by Brey, seconded by Howe, to approve the WPPA Side Letter Agreement. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

[16-0722](#)

Request by the Community Development Department to eliminate the "City Assessor" position and to create and fill the "Assessment and Property Listing Technician" position.

Nic Sparacio reported to the committee on an evaluation of the City Assessor position since the retirement of the previous Assessor. It is his recommendation to contract out the City Assessor services and to create an Assessment and Property Listing Technician position, as shown in a newly created job description for this position. This technician would take care of day to day assessment duties and customer service. He further recommends to go out for RFP's and refer this to the Finance Committee, and is requesting approval of the job description and forwarding same to Carlson Dettman for their evaluation of the position. These positions are well within the City Assessor's current budget and could be implemented yet this year.

Moved by Howe, seconded by Brey, to approve the newly created job description and to refer to Carlson Dettman for evaluation.

Aye: 3 - Sitkiewitz, Howe and Brey

[16-0699](#)

Discussion and possible action on Health Care Consultant contract for 2017.

Jessie Lillibridge discussed with the committee the AFG contract and its history. Committee discussed last year's intent to go out for RFP's for a TPA for 2017, and staying with AFG for one more year at the same rate as 2016 and going out for RFP's for 2018.

Moved by Brey, seconded by Howe, to renew with AFG for 2017, at the same rate as 2016. Motion carried by the following vote:

Aye: 2 - Howe and Brey

Nay: 1 - Sitkiewitz

16-0702

Discussion and possible action on Mayor's salary for 2017-2021.

Mayor addressed the committee regarding his requested agenda item, and wanted to discuss before the budget process. He looked at comparables. The Mayor's salary had been frozen before the last term was up because City employees had not received increases in years. Currently employees receive 2 1/2 % increases due to the City's Compensation Performance Evaluation Plan.

The committee felt it was appropriate to look at this again and discussed the Mayor's car allowance issue and possibility of eliminating it and roll it into the Mayor's salary, which would require revising the Employee Policy Manual. Brief discussion ensued on the aldermanic salaries.

It was the consensus of the committee to place the Mayor and aldermanic salaries on the next Personnel Committee meeting's agenda for further discussion.

16-0514

Discussion on implementing a bonus for 90-day retirement notices.

Alder Sitkiewitz advised that this issue came out of succession planning. A \$500 bonus for 90-day retirement notices had been discussed for managers and their assistants. The current EPM requires a one month notice for employees. City Attorney McDaniel suggested that the committee consider going down more levels within departments for knowledge transfer and to save on overtime costs. Kathleen McDaniel and Jessie Lillibridge will look into this further prior to the next committee meeting.

6. CONVENE IN CLOSED SESSION

**Moved by Howe, seconded by Brey, to convene in closed session at 6:32 p.m..
The motion carried by the following vote:**

Aye: 3 - Sitkiewitz, Howe and Brey

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:

16-0710

Approval to hire new Human Resources Director and set pay rate.

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

[16-0696](#) Leave of absence request for Attorney's Office employee.

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

[16-0701](#) Discussion and possible action on disability payment to police officer.

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

[16-0709](#) Update on transit bargaining.

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

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[16-0697](#) Worker's Compensation Hearing Update.

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

7. RECONVENE IN OPEN SESSION

**Moved by Howe, seconded by Brey, to reconvene in open session at 7:08 p.m.
The motion carried by the following vote:**

Aye: 3 - Sitkiewitz, Howe and Brey

[16-0710](#) Approval to hire new Human Resources Director and set pay rate.

No action taken.

[16-0696](#) Leave of absence request for Attorney's Office employee.

Moved by Brey, seconded by Howe, to approve the request. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

[16-0701](#) Discussion and possible action on disability payment to police officer.

Moved by Brey, seconded by Howe, to direct the Interim Human Resources Director to write a letter to the police officer. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

8. ADJOURNMENT

The next meeting will be Tuesday, September 13th, 2016 at 6:00 p.m.

Moved by Howe, seconded by Brey, to adjourn at 7:15 p.m. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

Submitted by Jessie Lillibridge, Interim Human Resources Director.