



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



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

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

## **Recruiting**

- Hired: Police Officer
- Hiring: PT Engineering Administrative Support Specialist
- Hired: Police Administrative Assistant
- Hired: Bridgetender
- Hired: Seasonals
- Advertising: Library Associates: Children's & One-to-one Literacy
- Advertising: PD Clerk Typist
- Advertising: WWTF Superintendent
- Advertising: Seasonals
- Advertising: Crossing Guard
- Advertising: Police Officer
- Interviewing: Streets Laborer

## **Employee Relations**

- Continuing to have an open door for all employee concerns
- Transit Grievance – appealing settlement denial, mediation set for April
- 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
- Investigation and discipline for employees

## **Organizational Development & Training**

- Succession Planning –working with departments – met with MLC and determined the positions that will be posted.
- 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.

### **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.
- Working with Associated to develop total compensation statements to deliver to all employees.

### **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 –two lost time injuries in 2016.
- Emergency response plans for all City buildings in progress.

### **Administration**

- Completing ACA Reporting for 2016.
- Working with departments on job description updates.
- Working on EPM revisions which will be brought to an upcoming meeting for approval.

### **Separations**

- Library Page
- Transit Driver (2)
- Administrative Assistant – PD (Retirement)
- Completed exit interviews with voluntary separations/retirements

*Attachment*

# Aurora BayCare Manty Clinic Summary

City of Manitowoc  
YTD December 2016



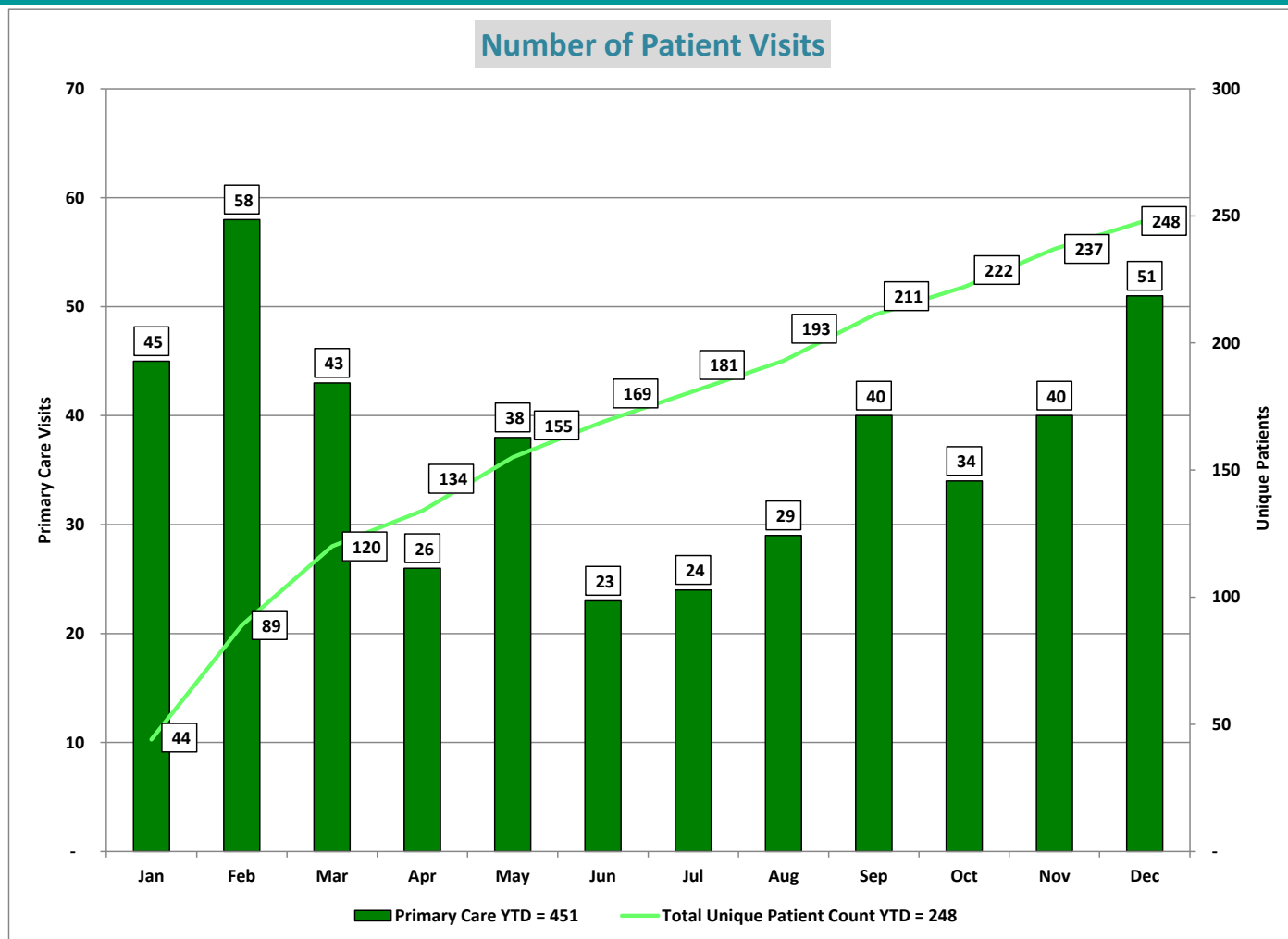
*Aurora BayCare Medical Center*



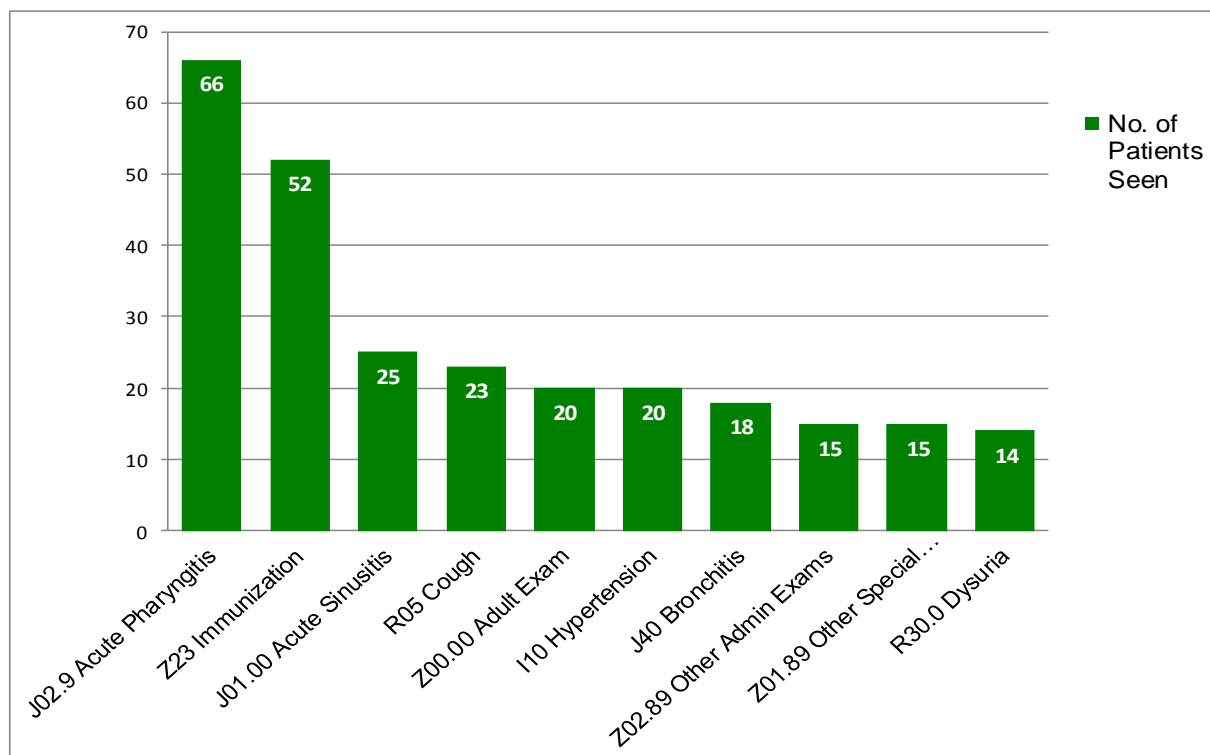
Aurora Health Care®

 BAYCARE CLINIC

# Utilization of Clinic

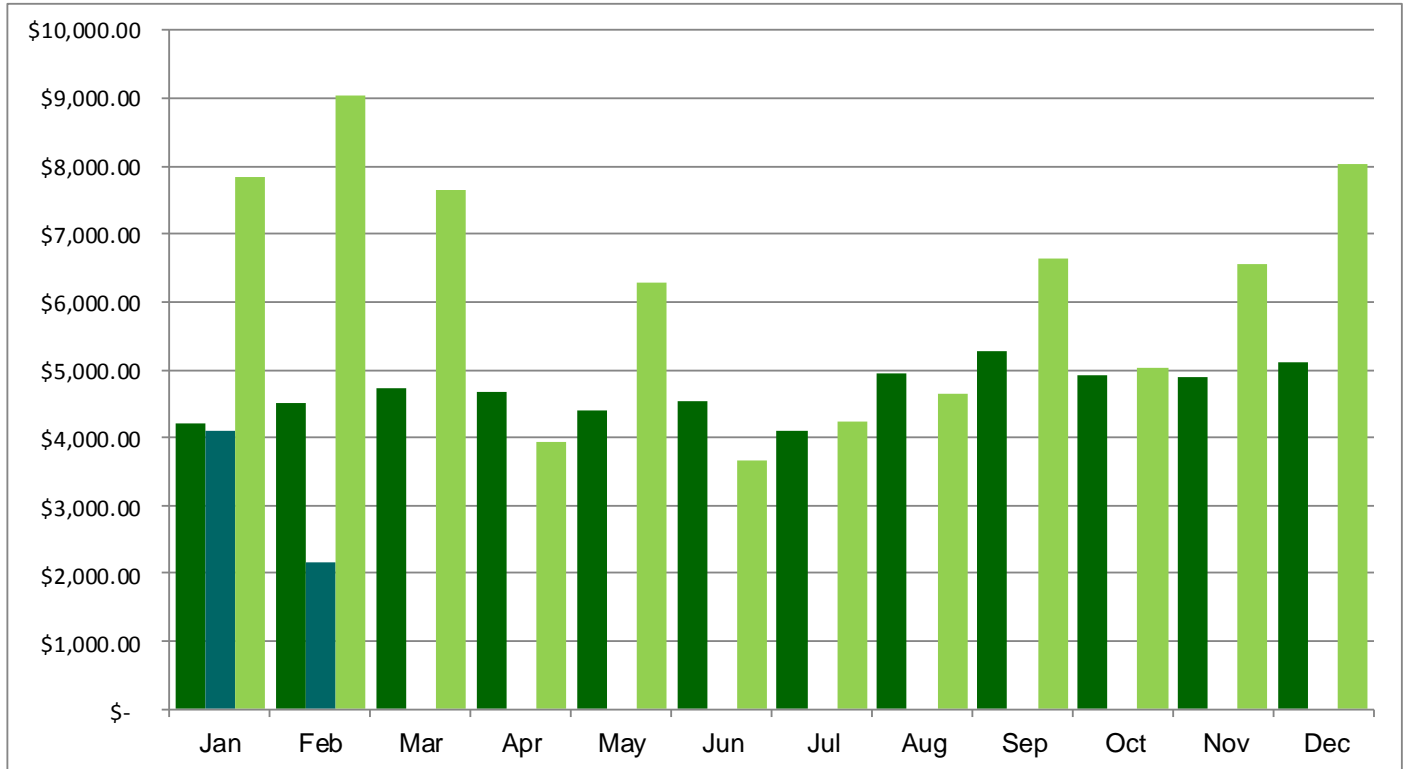


## Top Diagnoses Treated



# Clinic Analysis

## Cost Comparison: Aurora Clinic vs. Employer Clinic



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Dec 2016
<b>Customary Clinic Charges</b>	\$ 7,830.06	\$ 9,044.91	\$ 7,651.95	\$ 3,937.62	\$ 6,274.07	\$ 3,662.41	\$ 4,230.75	\$ 4,650.37	\$ 6,650.81	\$ 5,040.85	\$ 6,557.42	\$ 8,031.81	\$ 73,563.03
<b>Employer Clinic Charges</b>	\$ 4,217.98	\$ 4,511.13	\$ 4,738.74	\$ 4,683.59	\$ 4,410.06	\$ 4,546.37	\$ 4,111.05	\$ 4,934.90	\$ 5,274.67	\$ 4,930.57	\$ 4,882.14	\$ 5,097.44	\$ 56,338.64
<b>Estimated Savings</b>	\$ 7,711.31	\$ 6,684.55	\$ 2,913.21	\$ (745.97)	\$ 1,864.01	\$ (883.96)	\$ 119.70	\$ (284.53)	\$ 1,376.14	\$ 110.28	\$ 1,675.28	\$ 2,934.37	\$ 23,474.39

Total Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Dec 2016
Office Visit, New Patient	13	7	-	1	5	1	1	2	7	-	4	2	43
Office Visit, Est Patient	30	50	39	24	32	19	18	24	31	34	34	47	382
<b>Grand Total</b>	<b>43</b>	<b>57</b>	<b>39</b>	<b>25</b>	<b>37</b>	<b>20</b>	<b>19</b>	<b>26</b>	<b>38</b>	<b>34</b>	<b>38</b>	<b>49</b>	<b>425</b>

# Manty Clinic Patient Survey YTD

