



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



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

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

Recruiting

- Hiring: Crossing Guard
- Hiring: Community Service Worker Intern
- Hiring: Seasonals
- Hiring: PD Clerk Typist
- Advertising: Firefighter
- Advertising: Transit Driver – Part-time
- Advertising: Streets Laborer
- Advertising: Seasonals
- Advertising: Crossing Guard
- Advertising: Police Officer
- Advertising: Community Service Worker Intern
- Advertising: Security Guard (RWAM)
- Interviewing: Administrative Support Specialist – City Clerk
- Interviewing: WWTF Chemist

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- Transit Grievance – appealing settlement denial, mediation set for April, the union has withdrawn this grievance complaint.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 – beginning succession planning with employees.
- Spot Award program has been well-received.
- Performance reviews have been mostly finished. Still awaiting a few reviews.

- Performance Evaluation workshop was held on 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.
- Planning to review vendors for a wellness program platform for 2018.
- Total compensation statements have been delivered to all employees.
- Working on the review of the current compensation plan with Carlson Dettmann.

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. One lost time incident so far for 2017.
- Workers Compensation review and addressing concerns.
- Emergency response plans for all City buildings in progress.

Administration

- Working with departments on job description updates.
- Working on a New Employee Orientation program for all new employees. Hoping to have ready to go by 2017 third quarter.

Separations

- Administrative Support Specialist
- CSW Intern
- 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 February, 2017



Aurora BayCare Medical Center

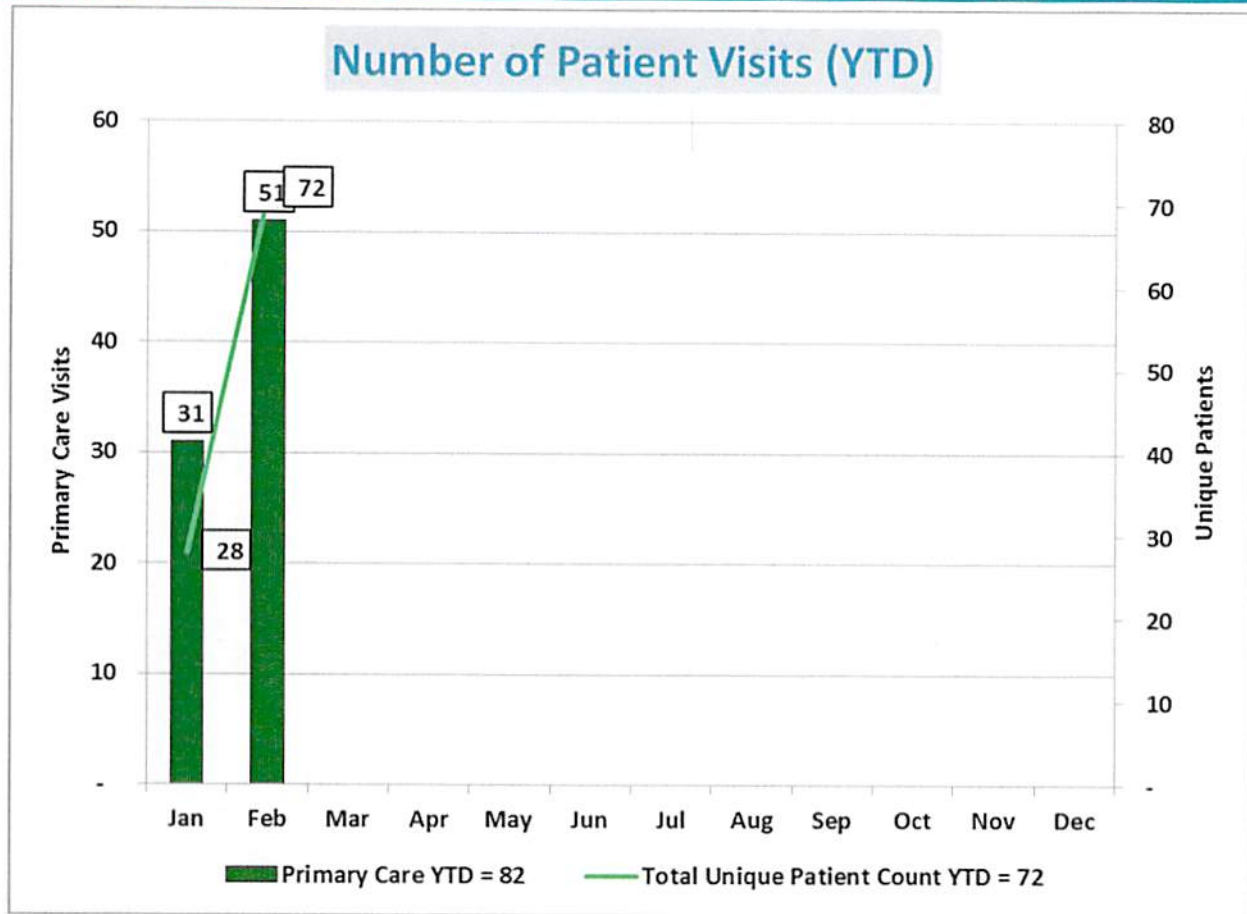


Aurora Health Care®

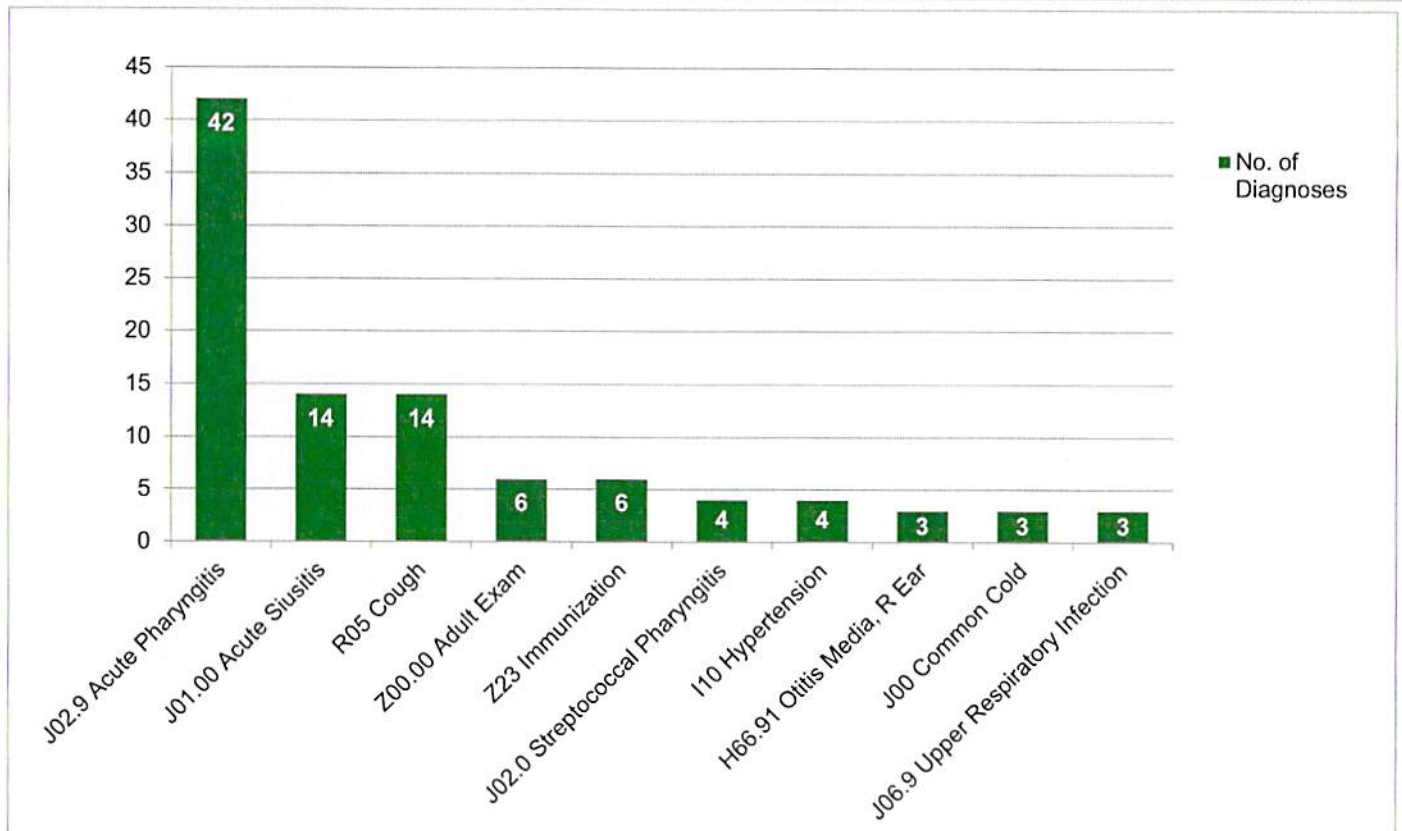


BAYCARE CLINIC

Utilization of Clinic

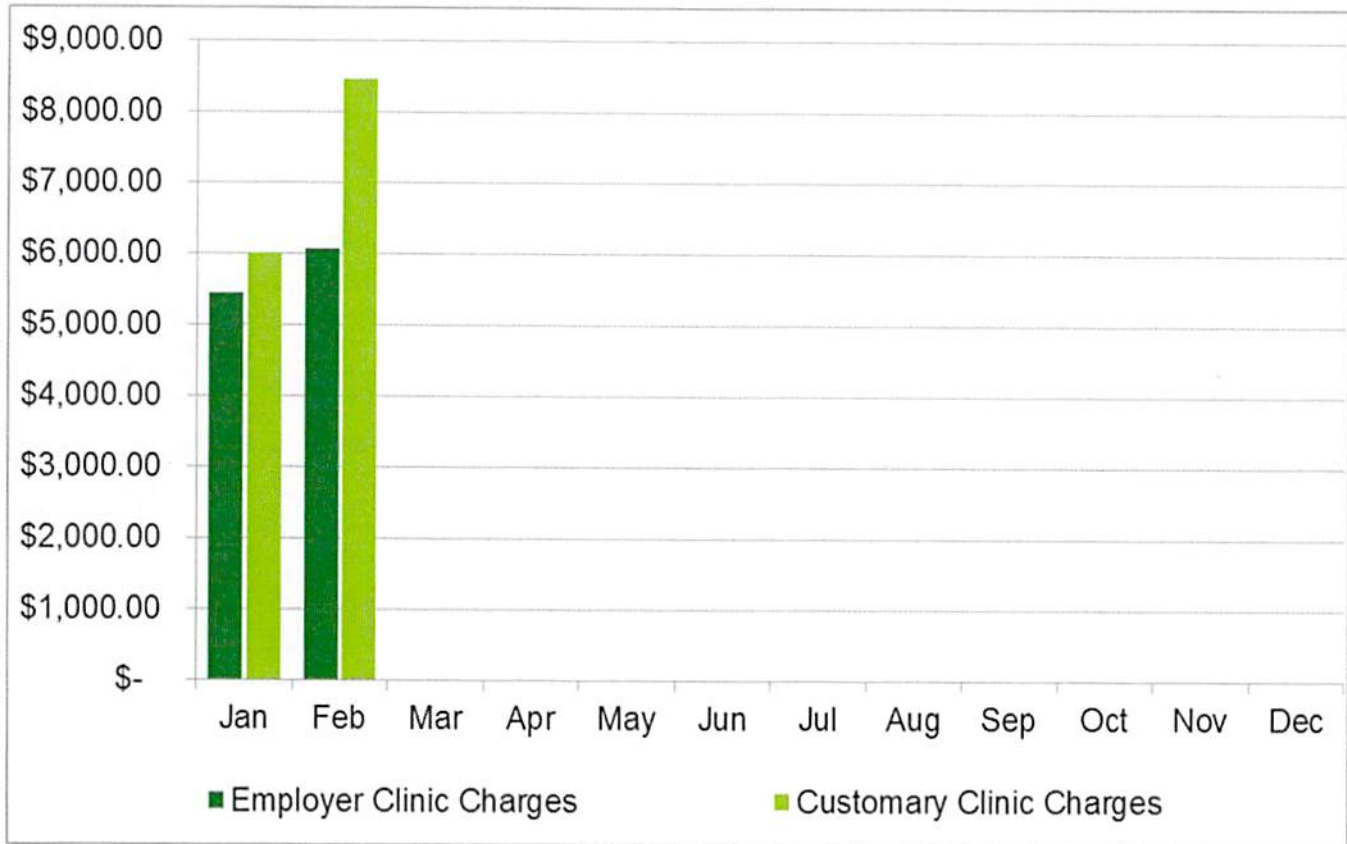


Top Diagnoses Treated (YTD)



Clinic Analysis

Cost Comparison: Aurora Clinic vs. Employer Clinic



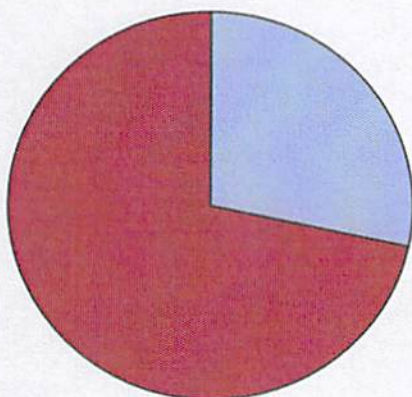
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Dec 2017
Customary Clinic Charges	\$ 6,008.83	\$ 8,481.34											\$ 6,008.83
Employer Clinic Charges	\$ 5,463.31	\$ 5,214.16											\$ 5,463.31
Estimated Savings	\$ 545.52	\$ 3,267.18											\$ 3,812.70

Procedure/Visit Types

Code	Procedure/Visit Types	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Grand Total
36415	VENIPUNCTURE	0	0											-
36416	VENIPUNCTURE FINGER HEEL EAR STICK	1	2											3
80061	LIPID PANEL WITHOUT REFLEX	0	0											-
81002	UA W/OUT MICRO UROLOGY ONLY	1	0											1
82306	VITAMIN D -25 HYDROXY	0	0											-
84443	THYROID STIMULATING HORMONE	0	0											-
86140	C REACTIVE PROTEIN	0	0											-
86308	MONOSPOT WITHOUT REFLEX	0	1											1
86580	TB INTRADERMAL TEST	0	1											1
87081.13	CULTURE,PRESUMPTIVE, PATHOGENIC ORGANISMS, SCREENING ON	0	0											-
87086	AEROBIC CULTURE WITHOUT SMEAR	0	0											-
87088	URINE BACTERIAL CULTURE ID	0	0											-
87147	CULTURE TYPING, SEROLOGIC	0	0											-
87186	ANTIBIOTIC SENSITIVITY,MIC,EAC	0	0											-
87624	INFECTIOUS AGENT DETECTION BY NUCLEIC ACID HPV HIGH RISK TYPES	0	0											-
87804	INFLUENZA A & B	3	10											13
87880	STREP GROUP A SCREEN RAPID WITH REFLEX TO CULTURE	8	24											32
88141	CYTOPATH CERV/VAG INTERPRET	0	0											-
88175	PAP LIQUID BASED W/SCREENING	0	0											-
90471	IMMUNIZATION ADMIN SINGLE OR FIRST	0	4											4
90651	HPV VACCINE 9 VALENT	0	0											-
90686	INFLUENZA QUADRIVALENT SPLIT P FREE > 3 YRS VACCINE	0	0											-
90714.02	TD 7 YRS+ PRESERVATIVE FREE	0	1											1
90715	TETANUS/DIPHTHERIA/CELLULAR PERTUSSIS	0	2											2
90746	HEPATITIS B VACCINE ADULT IM 3 DOSE SCHEDULE	0	1											1
92552	AUDIOMETRY,PURE TONE	0	0											-
93000	ELECTROCARDIOGRAM COMPLETE	0	0											-
94640	AEROSOL INHALATION ACUTE	1	0											1
94760	PULSE OXIMETRY SINGLE	1	0											1
98940	CHIROPRACTIC MANIP, SPINAL, 1-2 REGIONS	0	0											-
99202	Office Visit, New Patient	3	0											3
99212	Office Visit, Est Patient	28	51											79

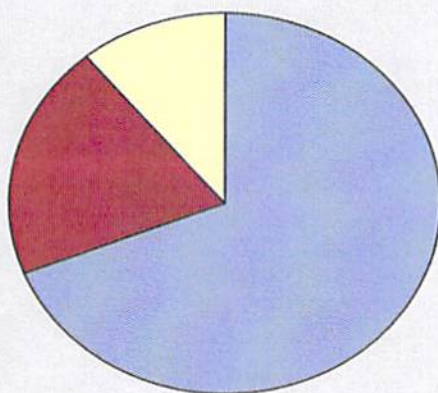
Manty Clinic Patient Survey YTD

Please select the employer who provides you/your family with access to the Manty Health and Wellness Clinic.



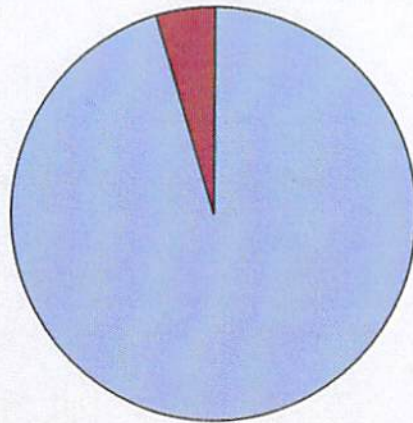
City of Manitowoc
School District of Manitowoc

Please select the option that best describes the patient.



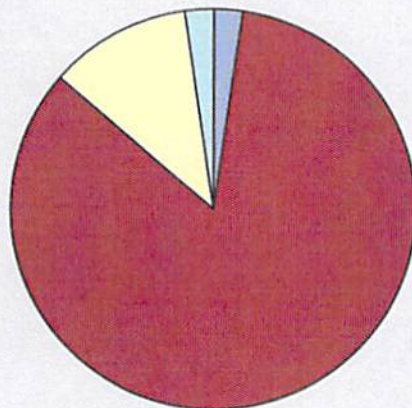
Employee
Spouse
Dependent/Child

Was your appointment scheduled before you arrived at the clinic?



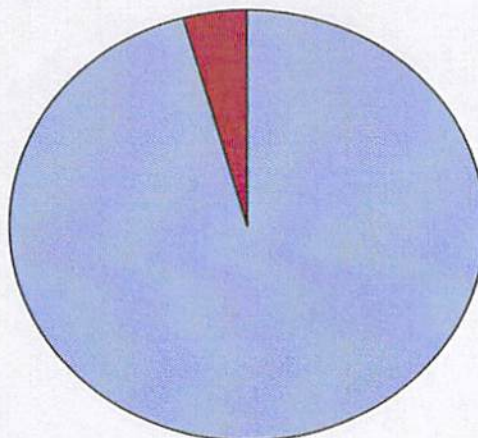
Yes
No

If you scheduled an appointment in advance, how long did you have to wait past your scheduled appointment time to be seen?



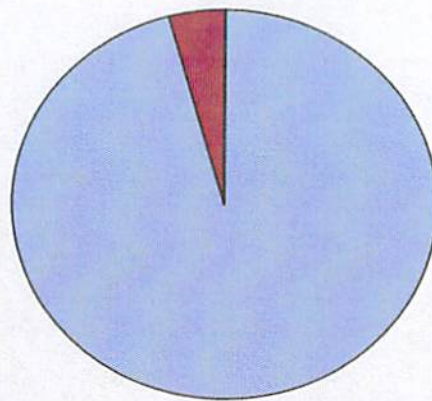
I did not schedule an appointment in advance
I was seen on time
Less than 10 minutes
More than 10 minutes

Were you able to be seen when you needed an appointment?



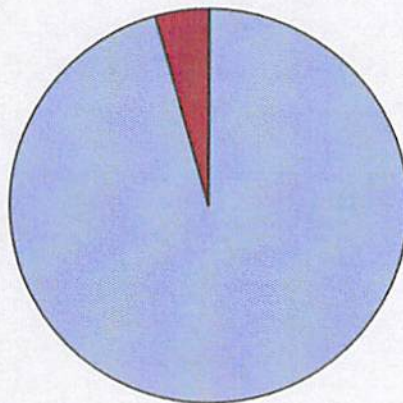
Yes
No

How would you rate the care that you received?



- Excellent
- Good
- Fair
- Poor
- Very Poor

What is the likelihood that you will recommend the Manty Health and Wellness Clinic to other employees?



- Very Likely
- Likely
- Unsure
- Unlikely
- Very Unlikely