

WISCONSIN, USA

www.manitowoc.org



TO: Personnel Committee

FROM: Jessie Lillibridge, Human Resources Director

RE: Human Resources Office Update

DATE: December 4, 2017

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

Recruiting

Hired: Library Clerk

Hired: Police Officer

Hired: RWAM Art Instructor

Hired: Firefighter

• Advertising: Police Officer (continuous)

Advertising: Transit Driver – Part-time (continuous)

• Advertising: Firefighter/Paramedic (continuous)

Advertising: Building and Grounds Division Manager

Advertising: Election Inspector

• Advertising: Library Clerk

Advertising: WWTF Operator

Advertising: Seasonal positions

- Interviewing: RWAM Administrative Support Specialist
- Interviewing: Building and Grounds Division Manager
- Extended offer to WWTF Electrician

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as necessary.
- The firefighter agreement will expire in 2018. Presumably negotiations will be forthcoming.

Organizational Development & Training

- Succession Planning –working with departments on succession planning with employees. Discussing a reorganization of DPI due to an upcoming retirement.
- The Tuition Reimbursement program continues to be successful.
- Spot Award program has been well-received. We continue to remind employees about the STAR Award and Spot Award programs.
- The People Development Committee is developing a years of service recognition program.
- Veteran recognition program was well-received.

- We held our first New Employee Orientation session on November 15th. We received positive feedback from attendees.
- Annual Performance Evaluations and 2018 Goal Setting has begun. 2017 Evaluations are due January 19, 2018.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Attached is the monthly report. A new provider will be taking over as the clinic NP beginning in October.
- Continuing to work through some issues with Anthem. We have scheduled a monthly call with Anthem and ABRC (Associated Benefits & Risk Consulting) to discuss issues.
- Onsite nurse visits occur twice a month.
- Wellness committee meeting and actions continuing monthly health topics and lunch and learn programs. We are currently planning for 2018 events, including Lunchtime Yoga, massage therapy at a reduced cost, and another Stress Management Workshop.
- Go365 was implemented in October. There were a few initial enrollment issues to work through but now seems to be well-received by most employees.
- Open enrollment has concluded and we are now working on getting information entered for a January 1, 2018 start date.

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. Three lost time incidents so far for 2017.
- Workers Compensation review and addressing concerns.
- Emergency response plans for all City buildings in progress.
- Respiratory Policy, Silica Dust Policy, and Chlorine Storage Policy (WWTF) are under development with the assistance of CVMIC.
- The Safety Committee has recommended that we develop a schedule to perform drills (fire, tornado, active shooter) periodically throughout the year. Additionally, the Committee is recommending that we hold an EOC (Emergency Operations Center) drill.
- We continue to work with the CVMIC legal team to respond to a discrimination complaint that an employee made to the DWD.
- Aurora has indicated that they plan to donate up to six AEDs for several City locations.
 Additionally, another AED was donated by Heart-A-Rama. The AEDs have been ordered and will be installed upon receipt. The Fire Department will be offering training on the AEDs.

Administration

- Working with departments on job description updates. This is an ongoing project. Supervisors
 and Managers will be reviewing all job descriptions with employees as a part of the annual
 evaluation process.
- Working with the Manitowoc Public Library to merge the Library's Employee Policy Manual into the City of Manitowoc Employee Policy Manual. This will be going to the Library Board for approval and will then be brought to Council.
- Working with several departments to get job descriptions revised and created, priced and ready to begin recruitment for new positions that have been budgeted for 2018.

Separations

- Library Page
- Library Assistant
- DPW Operations Supervisor (retirement)
- Completed exit interviews with voluntary separations/retirements

Attachment

Aurora BayCare Manty Health and Wellness Clinic Summary

City of Manitowoc YTD October, 2017



Aurora BayCare Medical Center





City of Manitowoc - Overall Summary

City of Manitowoc Services	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	October YTD 2017
Clinic Nurse Practitioner Services (Hour)	\$ 3,918.75	\$ 3,135.00	\$ 3,040.00	\$ 3,420.00	\$ 3,645.63	\$ 3,906.88	\$ 3,800.00	\$ 5,418.80	\$ 4,712.00	\$ 5,183.20	\$ -	\$ -	\$ 40,180.26
Facility Rent	\$ 138.75	\$ 138.75	\$ 138.75	\$ 138.75	\$ 138.75	\$ 138.75	\$ 138.75	\$ 172.05	\$ 172.05	\$ 172.05	\$ -	\$ -	\$ 1,487.40
Pharmacy	\$ 1,167.00	\$ 1,616.00	\$ 550.23	\$ 466.04	\$ 583.26	\$ 499.12	\$ 551.21	\$ 409.47	\$ 697.02	\$ 742.10	\$ -	\$ -	\$ 7,281.45
Labs	\$ 238.81	\$ 324.41	\$ 287.93	\$ 441.37	\$ 654.34	\$ 228.83	\$ 190.88	\$ 95.36	\$ 44.23	\$ 89.50	\$ -	\$ -	\$ 2,595.66
Clinic Vaccine	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99.00	\$ 39.00	\$ 235.00	\$ -	\$ -	\$ 373.00
Aurora Employer Clinic Charges Invoiced	\$ 5,463.31	\$ 5,214.16	\$ 4,016.91	\$ 4,466.16	\$ 5,021.98	\$ 4,773.58	\$ 4,680.84	\$ 6,194.68	\$ 5,664.30	\$ 6,421.85	\$ -	\$ -	\$ 51,917.77
						_						_	
Charges Avoided	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	October YTD 2017
Customary Charges	\$ 4,946.51	\$ 8,649.38	\$ 9,374.49	\$ 5,227.50	\$ 5,287.05		\$ 3,810.51	\$ 1,918.23	\$ 3,671.38	\$ 4,540.96		\$ -	\$ 52,988.78
Additional Charges	\$ 35.04	\$ 17.52	\$ 23.36	\$ 29.20	\$ 46.72		\$ 26.95	\$ 5.84		\$ -	\$ -	\$ -	\$ 210.99
Total Charges Avoided	\$ 4,981.55	\$ 8,666.90	\$ 9,397.85	\$ 5,256.70	\$ 5,333.77	\$ 5,586.13	\$ 3,837.46	\$ 1,924.07	\$ 3,674.38	\$ 4,540.96	Ş -	\$ -	\$ 53,199.77
Total Savings	\$ (481.76)	\$ 3,452.74	\$ 5,380.94	\$ 790.54	\$ 311.79	\$ 812.55	\$ (843.38)	\$ (4,270.61)	\$ (1.989.92)	\$ (1.880.89)	Ś -	\$ -	\$ 1,282.00
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City of Manitowoc Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	October YTD 2017
Provider Visit	31	50	55	29	31	32	23	10	23	27	-	-	311
Nurse Visit	-	-	-	-	-	-	-	-	-	-	-	-	-
Lab Visit	10	35	33	40	73	30	13	4	2	7	-	-	247
Vaccine	3	4	11	2	6	3	-	2	4	11	-	-	46
Total Patient Visits	44	89	99	71	110	65	36	16	29	45	-	-	604
Total Provider Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	October YTD 2017
OFFICE/OUTPT VISIT.NEW.LEVL II	Jan -	ren -	iviar -	Apr -	iviay 2	Jun -	<i>Jui</i>	Aug -	- Sep	Οετ	NOV	Dec	3
OFFICE/OUTPT VISIT, NEW, LEVL III	2		1	- 3	1	1	1					1	9
OFFICE/OUTPT VISIT, NEW, LEVEL II		-	1	3	1	1	1	-	-				9
OFFICE/OUTPT VISIT EST LEVEL II	3	_	3	_		1	_	1	2	4		1	14
OFFICE/OUTPT VISIT EST LEVEL III	25	47	47	23	26	27	20	7	18	19		1	259
OFFICE/OUTPT VISIT EST LEVEL III	23	- 47	- 47	- 23	- 20	-	-		3	4		1	7
OFFICE/OUTPT VISIT EST LEVEL IV	+	-	-	-	-	-	1	-	3	4		1	1
PREV EST AGE 05-11	+ -	-	1	-	-	-	-	-	-			1	1
PREV EST AGE 03-11 PREV EST AGE 12-17	+	1	1	-	-	-	-						2
PREV EST AGE 12-17 PREV EST AGE 18-39	+	1	1	2	-	3	-	2	-				8
PREV EST AGE 40-64	1	2	1	1	2	-							7
Grand Total	31	50	55	29	31	32	23	10	23	27	_		311
orana rotar	J. J.	30		23	31	32	23	10	23	21	_	1	311
Total Nurse Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	October YTD 2017
OFFICE/OUTPT VISIT,NEW,LEVL I	-	-	-	-		_	1	-	-				-
Grand Total	_	-	-	-	_	_	-	-	-	_	_		_

^{*}Note that the Additional Charges Avoided does not reflect the true amount YTD. This amount will be updated and reinstate for November 2017 report

City of Manitowoc - Invoice Summary Patient Services/Vaccine/Clinic Labs

Service Month: October 2017

	Patient Services									
Company	Company Description		Monthly Rate		Quantity/Participants	Total Monthly Fee				
CITY		Clinic Nurse Practitioner Services (Hours)	\$	29.45	176	\$	5,183.20			
CITY		Facility Rent	\$	172.05	1	\$	172.05			
		Pharmacy	\$	742.10	1	\$	742.10			

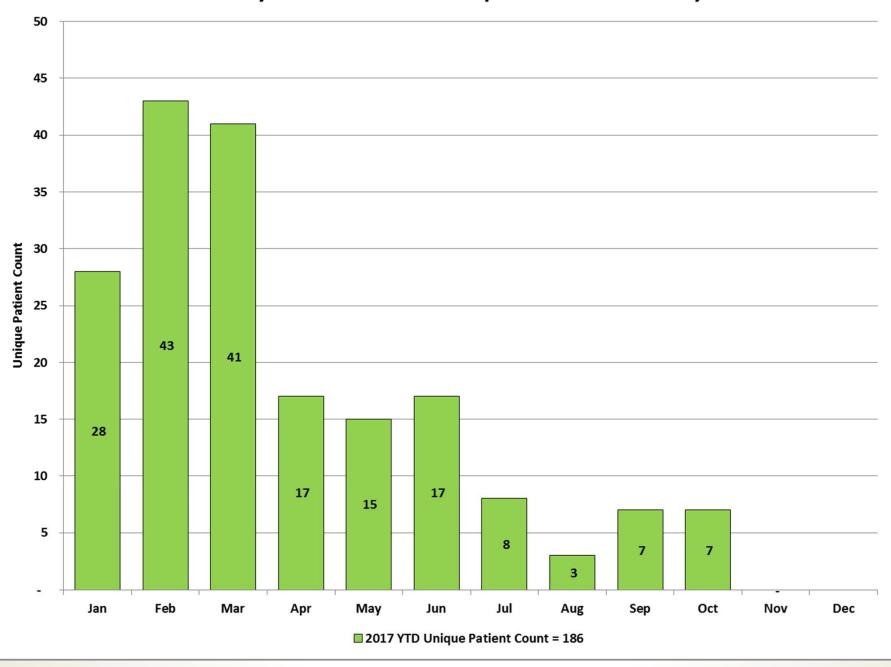
		Vaccine					
Company	CPT code	Description	Cont	ract Rate	Total Quantity	Total Cost	
CITY	90471	IMMUNIZATION ADMIN SINGLE OR FIRST	No Cost		11	\$	-
CITY	90686	INFLUENZA QUADRIVALENT SPLIT PRES FREE 0.5 ML VACC, IM	\$	19.00	9	\$	171.00
CITY	90714.02	TD PRES FREE VACC, 7+ YRS	\$	25.00	1	\$	25.00
CITY	90715	TETANUS/DIPTHERIA/ACELLULAR PERTUSSIS	\$	39.00	1	\$	39.00
		Total Clinic Vaccine				\$	235.00

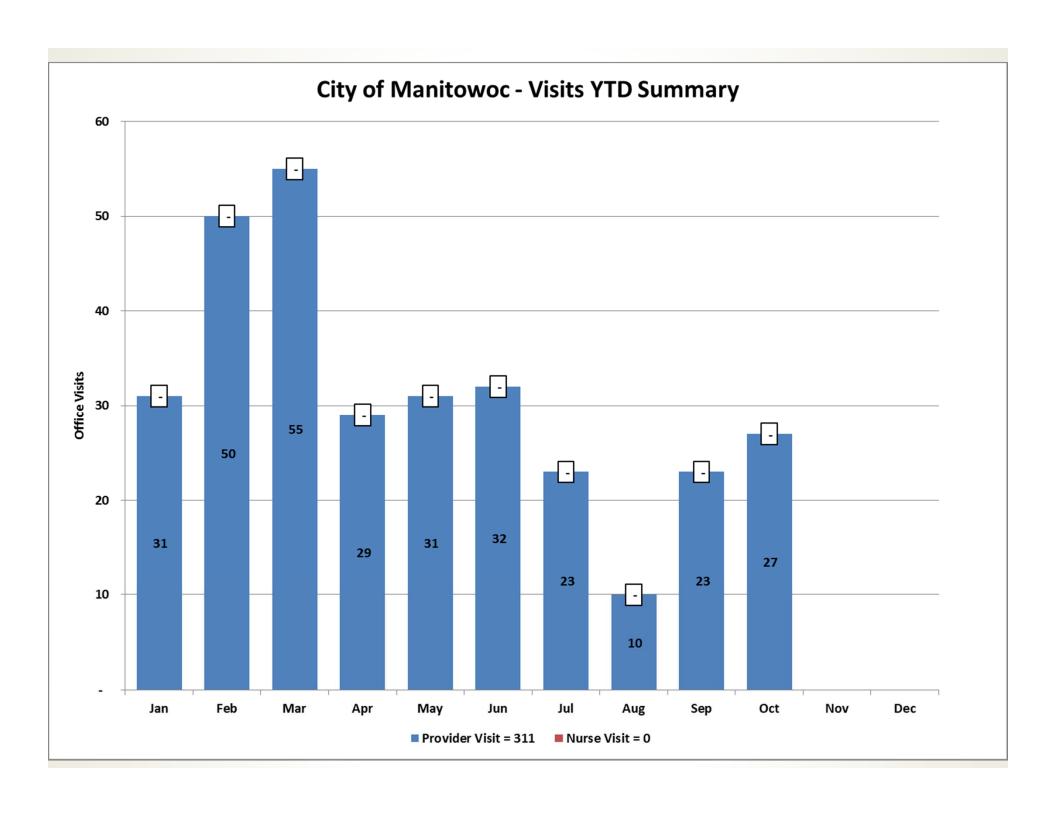
	Clinic Labs									
Company	CPT Code	Test Name Contract Rate Sum of Quantit		Sum of Quantity	Total Lab Fee					
CITY	80048	BASIC METABOLIC PNL	\$3.62	1	\$	3.62				
CITY	80061	LIPID PANEL W/REFLEX + REFLEX TEST SENT TO MAIN	\$4.01	1	\$	4.01				
CITY	81001	COMP.UA, C/S IF IND.	\$5.32	1	\$	5.32				
CITY	84460	GPT/ALT	\$2.58	1	\$	2.58				
CITY	87081	CULTURE STREP GRP A	\$2.38	2	\$	4.76				
CITY	87086	URINE CULTURE	\$15.24	2	\$	30.48				
CITY	87088	URINE PRESUMPTIVE ID	\$13.77	2	\$	27.54				
CITY	87186	SUSCEPTIBILITY	\$11.19	1	\$	11.19				
		Total Lab			\$	89.50				

TOTAL INVOICED

6,421.85







City of Manitowoc - Visits By Day Summary Pg1

			Prov	vider Visits - Od	tober 2017				
	Appointment	Appointment	Appointment						
Visit Type	Time	Date	Length (Minutes)	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Provider Visit	7:45:00 AM	10/30/2017	30	1					1
Provider Visit	8:30:00 AM	10/9/2017	15	1					1
Provider Visit	9:30:00 AM	10/16/2017	30	1					1
Provider Visit	9:45:00 AM	10/9/2017	15	1					1
Provider Visit	10:00:00 AM	10/11/2017	15			1			1
Provider Visit	10:00:00 AM	10/25/2017	30			1			1
Provider Visit	10:30:00 AM	10/2/2017	30	1					1
Provider Visit	10:45:00 AM	10/11/2017	30			1			1
Provider Visit	11:15:00 AM	10/31/2017	15		1				1
Provider Visit	11:45:00 AM	10/12/2017	15				1		1
Provider Visit	11:45:00 AM	10/25/2017	30			1			1
Provider Visit	12:15:00 PM	10/9/2017	15	1					1
Provider Visit	12:15:00 PM	10/24/2017	30		1				1
Provider Visit	12:15:00 PM	10/31/2017	30		1				1
Provider Visit	12:45:00 PM	10/18/2017	15			1			1
Provider Visit	1:30:00 PM	10/26/2017	15				1		1
Provider Visit	1:45:00 PM	10/13/2017	15					1	1
Provider Visit	3:00:00 PM	10/11/2017	30			1			1
Provider Visit	3:00:00 PM	10/24/2017	30		1				1
Provider Visit	3:00:00 PM	10/26/2017	30				1		1
Provider Visit	3:15:00 PM	10/4/2017	30			1			1
Provider Visit	3:45:00 PM	10/12/2017	30				1		1
Provider Visit	4:15:00 PM	10/12/2017	30				1		1
Provider Visit	4:30:00 PM	10/5/2017	30				1		1
Provider Visit	4:30:00 PM	10/18/2017	30			1			1
Provider Visit	4:45:00 PM	10/12/2017	30				1		1
Provider Visit	5:30:00 PM	10/4/2017	15			1			1
Grand Total				6	4	9	7	1	27

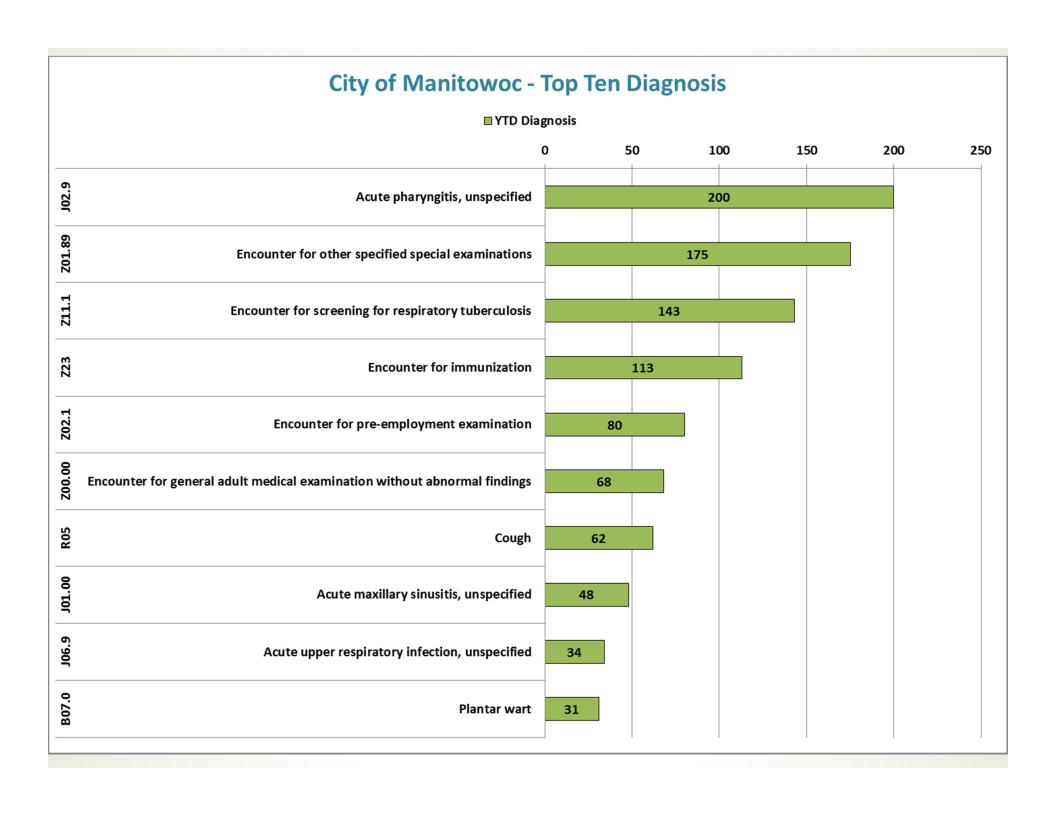
City of Manitowoc - Visits By Day Summary Pg 2

	Nurse Visits - October 2017									
Visit Type	Appointment	Appointment	Appointment	Monday	Tuesday	Wednesday	Thursday	Friday	Total	
Nurse Visit										
Grand Total				-	1	-	-	•	-	
			Number of Ca	ncelled/No Sho	ow Visits - Oct	ober 2017				
			Date	Cancellation	No Show	Total				
			10/31/2017	-	1	1				
			Grand Total	-	1	1				

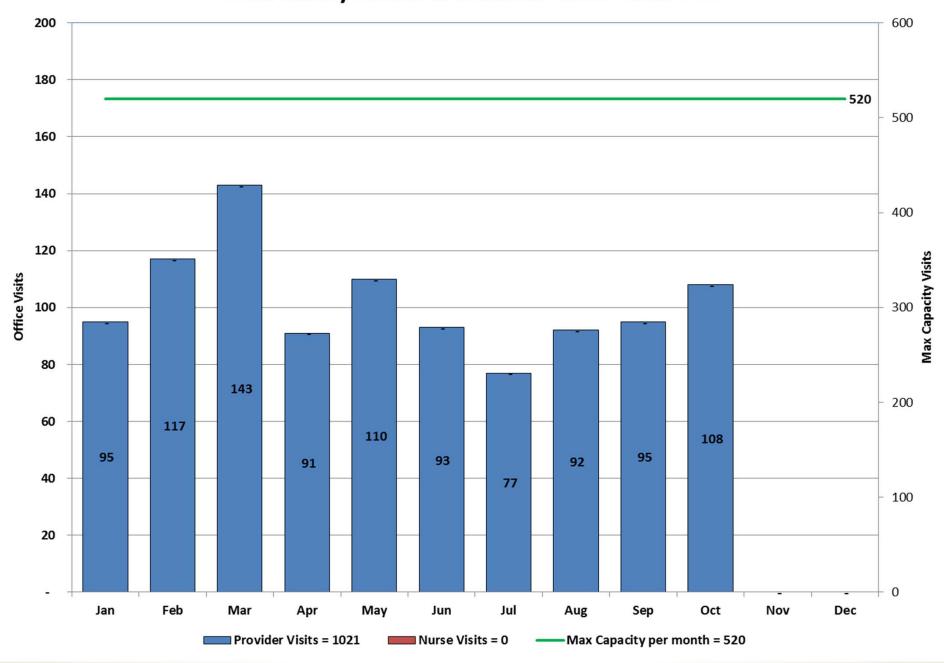
City of Manitowoc - Vaccine Summary

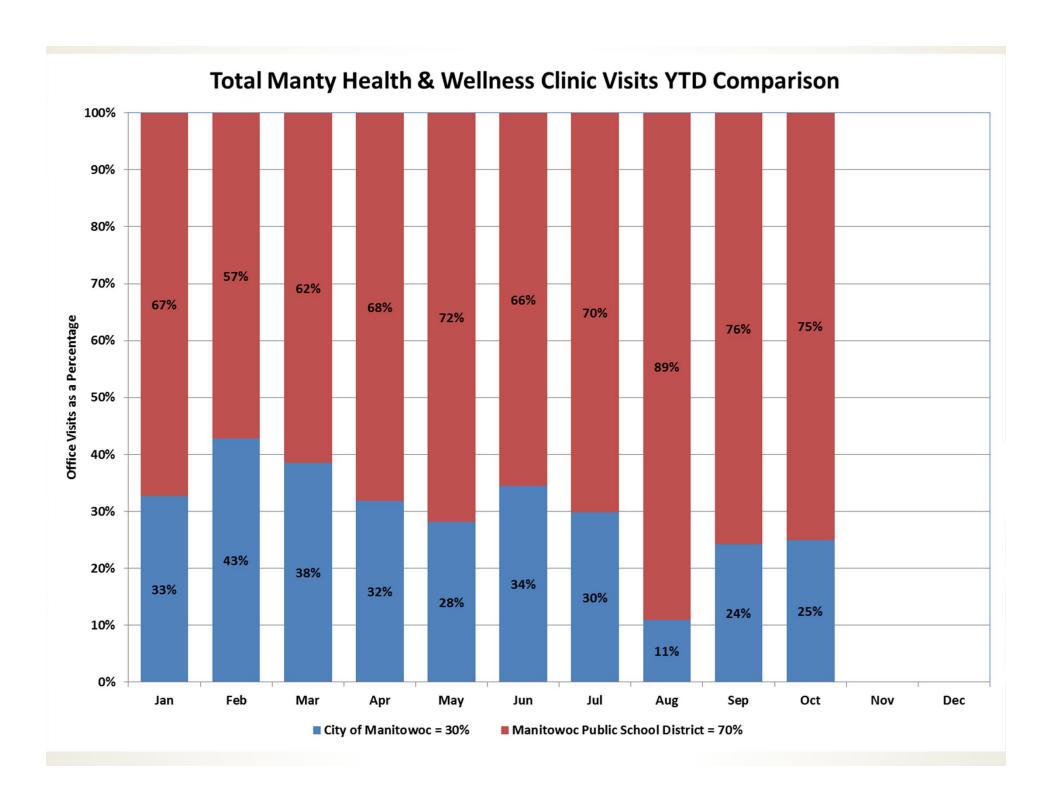
	Y	TD Que	antit	y										
CPT Code	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Qty
90686	INFLUENZA QUADRIVALENT SPLIT PRES FREE 0.5 ML VACCINE	-	-	-	-	-	-	-	-	-	9			9
90714.02	TD 7 YRS+ PRESERVATIVE FREE	-	-	-	-	-	-	-	-	-	1			
90715	TETANUS/DIPTHERIA/ACELLULAR PERTUSSIS	-	-	-	-	-	-	-	1	1	1			
90736	Shingles (Zostavax) Vaccine	-	-	-	-	-	-	-	-	-	-			-
90746	HEPATITIS B VACCINE ADULT IM 3 DOSE SCHEDULE			-	-	-	-	1	-	-				
J7613	ALBUTEROL INH SOL UNIT DOSE PER 1 MG FDA	-	-	-	-	-	-	-	-	3	-			
Total		-	-	-	-	-	-	-	2	4	11	-	-	1
	YTD Cost													
CPT Code	Description		Cost		YTD	Qty	Tota	al YTD	Cost					
90686	INFLUENZA QUADRIVALENT SPLIT PRES FREE 0.5 ML VACCINE	\$		19.00		9	\$	1	171.00					
90714.02	TD 7 YRS+ PRESERVATIVE FREE	\$		25.00		1	\$		25.00					
90715	TETANUS/DIPTHERIA/ACELLULAR PERTUSSIS	\$		39.00		3	\$	1	117.00					
90736	Shingles (Zostavax) Vaccine	\$		-		-	\$		-					
90746	HEPATITIS B VACCINE ADULT IM 3 DOSE SCHEDULE	\$ 60.00			1	\$		60.00						
J7613	ALBUTEROL INH SOL UNIT DOSE PER 1 MG FDA	Not	on Cor	tract		3	\$ -		_					
Total							\$		373.00					

*Note that the YTD Quantity and Cost does not reflect any Vaccine given prior to August 2017



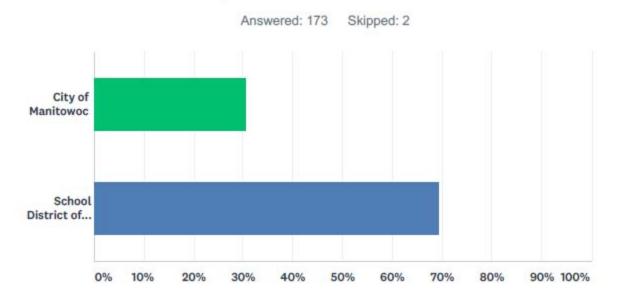
Total Manty Health & Wellness Clinic Visits YTD





Manty Health and Wellness Clinic

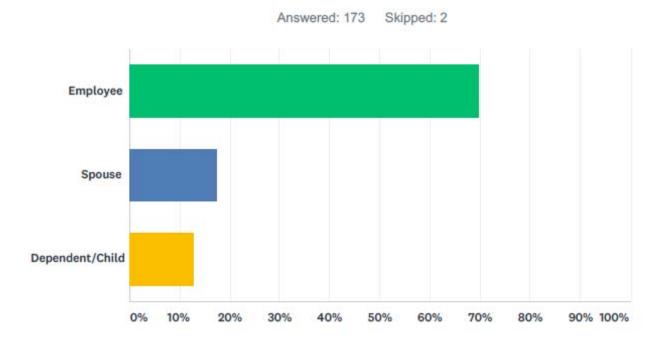
Q1 Please select the employer who provides you/your family with access to the Manty Health and Wellness Clinic.



ANSWER CHOICES	RESPONSES				
City of Manitowoc	30.64%	53			
School District of Manitowoc	69.36%	120			
TOTAL		173			

Manty Health and Wellness Clinic

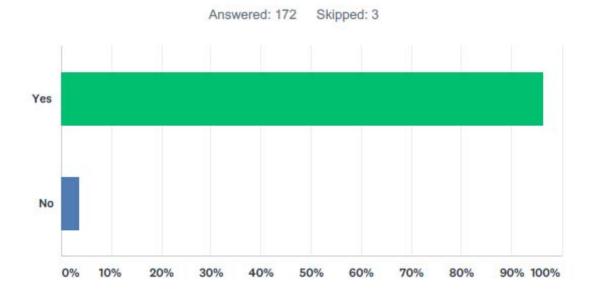
Q2 Please select the option that best describes the patient.



ANSWER CHOICES	RESPONSES	
Employee	69.94%	121
Spouse	17.34%	30
Dependent/Child	12.72%	22
TOTAL		173

Manty Health and Wellness Clinic

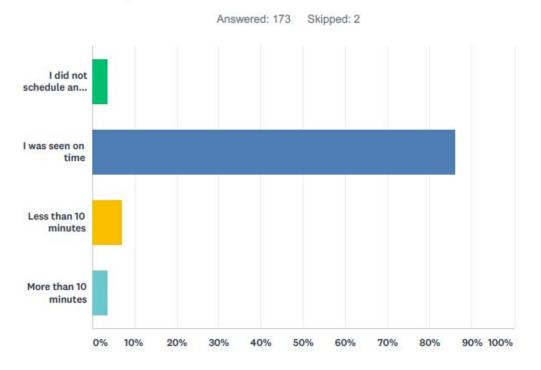
Q3 Was your appointment scheduled before you arrived at the clinic?



ANSWER CHOICES	RESPONSES	
Yes	96.51%	166
No	3.49%	6
TOTAL		172

Manty Health and Wellness Clinic

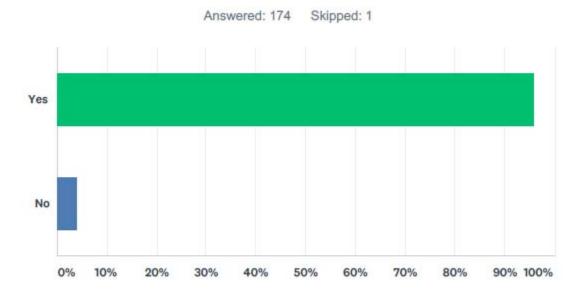
Q4 If you scheduled an appointment in advance, how long did you have to wait past your scheduled appointment time to be seen?



ANSWER CHOICES	RESPONSES	
I did not schedule an appointment in advance	3.47%	6
I was seen on time	86.13%	149
Less than 10 minutes	6.94%	12
More than 10 minutes	3.47%	6
TOTAL		173

Manty Health and Wellness Clinic

Q5 Were you able to be seen when you needed an appointment?

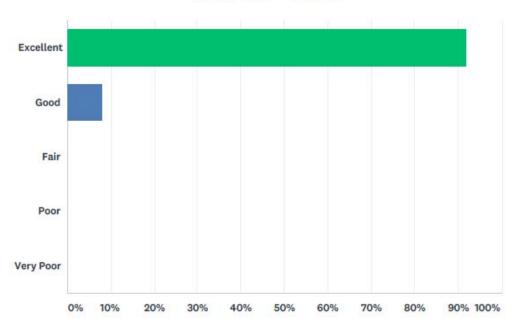


ANSWER CHOICES	RESPONSES	
Yes	95.98%	167
No	4.02%	7
TOTAL		174

Manty Health and Wellness Clinic

Q6 How would you rate the care that you received?

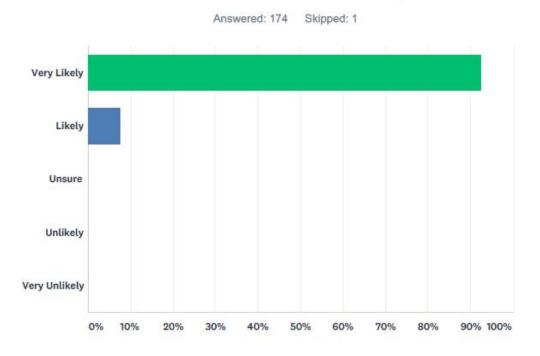




ANSWER CHOICES	RESPONSES	
Excellent	92.00%	161
Good	8.00%	14
Fair	0.00%	0
Poor	0.00%	0
Very Poor	0.00%	0
TOTAL		175

Manty Health and Wellness Clinic

Q7 What is the likelihood that you will recommend the Manty Health and Wellness Clinic to other employees?



ANSWER CHOICES	RESPONSES	
Very Likely	92.53%	161
Likely	7.47%	13
Unsure	0.00%	0
Unlikely	0.00%	0
Very Unlikely	0.00%	0
TOTAL		174