

WISCONSIN, USA

www.manitowoc.org



TO: Personnel Committee

FROM: Jessie Lillibridge, Human Resources Director

RE: Human Resources Office Update

DATE: January 7, 2019

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

Recruiting

Hired: CSW Intern

Hired: DPI Laborer

Hired: Admin Support Specialist - Clerks

Hired: Library Page

• Advertising: Police Officer (continuous)

Advertising: Firefighter/Paramedic (continuous)

Advertising: Seasonals

• Advertising: Transit Driver (continuous)

Advertising: Associate Planner – Business & Housing Development

Advertising: Administrative Support Specialist (Eng-part-time)

• Advertising: DPI Laborer

Advertising: Operations Parks Planner

Advertising: Transit Division Manager

Accepted Offer: DPI Laborer (2)

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The firefighter collective bargaining agreement will expire at the end of 2018. Negotiations are going well. We have retained Attorney Mark Olson to assist with our legal counsel during the process. We are preparing to go to mediation.
- Performance evaluations for 2018 and goal setting for 2019 has begun. Final evaluations are due to HR on January 18, 2019.

Organizational Development & Training

Working with departments on succession planning with employees as necessary. Several
employees in key positions have announced plans for retirement in the upcoming year. Working
on plans for each of these with Department Heads and Supervisors.

- The Tuition Reimbursement program continues to be used by employees. Supervisors have been encouraging employees interested in furthering their education to consider the program. Processing several fall semester 2018 reimbursement requests.
- Spot Award and STAR Award programs continue to be successful.
- The years of service and retiree recognition program has received positive feedback. We plan to continue this program in 2019.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Working on an employee satisfaction survey after receiving feedback that employees are
 unhappy with their work/life balance. The hope is that we can use the survey results to focus on
 improving the workplace culture and the relationship between employees and supervisors.
- Working with Fire Department supervisors to implement goal setting and performance evaluations.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Attached is the monthly report.
- Continuing to work through 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 monthly health topics and lunch and learn programs. Our 2019 events
 are under way, including Lunchtime Yoga, step challenges, incentives for using the City Hall
 fitness facility, and incorporating Go365 into the initiatives.
- Our broker will reevaluate our dental plan and may recommend switching plans this year due to the costs and some restrictions of the current plan.
- Our broker will also vet some potential short-term disability providers.
- Implementation of the new benefits plan year continues. We are working with vendors to resolve some service issues.
- ACA Reporting is once again required for 2018. Working with Finance to complete necessary reports.

Safety & Risk Management

- Safety committee meeting and discussion, continuing monthly topics.
- Continuing the lost time injury program, employees continue to report safety concerns. There were five worker's compensation lost time injuries in 2018.
- Emergency response plans for all City buildings in progress. The plans are being updated with each specific building's information and will be distributed when completed.
- Developing a city-wide Drug & Alcohol Policy for all employees.
- Working with PD to provide an Active Shooter drill for City employees. Drills have been done at Maritime Metro, Rahr-West, and the Library so far.
- Working with Building & Grounds to develop a key/access control policy and procedure.
- Working on the required WC self-insurer report for the state of Wisconsin.
- Working to develop a City vehicle usage policy.
- Planning to hold a Reasonable Suspicion Training session for supervisors.

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 Kronos on the HRIS implementation. A decision was made not to move forward
 with the timekeeping and accruals portion of Kronos due to some Springbrook limitations.
 During this process, it was discovered that Springbrook was capable of doing a lot more as a
 payroll system (automatically calculate overtime rules, holidays, etc.) so we plan to look into this
 with Finance in 2019. The Kronos HR module is built. We are spot-checking and in training.
- Working with IT to streamline the process of onboarding new employees and ensuring they
 have access to all appropriate technology.

Separations

- CSW Intern
- Admin Support Specialist (Engineering)
- Completed exit interviews with voluntary separations/retirements

Attachment

Aurora BayCare Manty Health and Wellness Clinic Summary

City of Manitowoc YTD November, 2018



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	November YTD 2018
Clinic Nurse Practitioner Services (Hour)	\$ 5,183.20	\$ 4,712.00	\$ 5,183.20	\$ 4,947.60	\$ 5,418.80	\$ 4,947.60	\$ 5,183.20	\$ 5,183.20	\$ 4,712.00	\$ 5,418.80	\$ 3,955.00		\$ 54,844.60
Facility Rent	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ 172.05	\$ -		\$ 1,720.50
Pharmacy	\$ 650.61	\$ 438.71	\$ 576.30	\$ 369.16	\$ 567.77	\$ 440.92	\$ 490.11	\$ 456.17	\$ 457.34	\$ 527.22	\$ 449.21		\$ 5,423.52
Clinic Vaccine	\$ 79.00	\$ 57.00	\$ 221.00	\$ 60.00	\$ 142.00	\$ 78.00	\$ -	\$ -	\$ 25.00	\$ 131.00	\$ 397.00		\$ 1,190.00
Labs	\$ 80.63	\$ 102.19	\$ 114.88	\$ 149.70	\$ 199.09	\$ 96.64	\$ 177.25	\$ 59.48	\$ 137.22	\$ 214.22	\$ 417.15		\$ 1,748.45
Health Coaching Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00		\$ 1,000.00
Aurora Employer Clinic Charges Invoiced	\$ 6,165.49	\$ 5,481.95	\$ 6,267.43	\$ 5,698.51	\$ 6,499.71	\$ 5,735.21	\$ 6,022.61	\$ 5,870.90	\$ 5,503.61	\$ 6,463.29	\$ 6,218.36	\$ -	\$ 64,927.07
Charges Avoided	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	November YTD 2018
Customary Charges	\$ 9,477.88	\$ 6,540.66	\$ 10,864.36		\$ 10,733.55	\$ 7,598.51	\$ 3,455.39		\$ 5,701.85	\$ 6,634.28	\$ 7,419.52	\$ -	\$ 79,733.58
Additional Charges	\$ 111.59	\$ 42.32	\$ 229.40	\$ 274.01	\$ 159.70	\$ -	\$ 23.92	\$ 12.36	\$ 18.54	\$ 238.86	\$ 484.55	\$ -	\$ 1,595.25
Total Charges Avoided	\$ 9,589.47	\$ 6,582.98	\$ 11,093.76	\$ 5,513.28	\$ 10,893.25	\$ 7,598.51	\$ 3,479.31	\$ 6,080.67	\$ 5,720.39	\$ 6,873.14	\$ 7,904.07	\$ -	\$ 81,328.83
Total Savings	\$ 3,423.98	\$ 1,101.03	\$ 4,826.33	\$ (185.23)	\$ 4,393.54	\$ 1,863.30	\$ (2,543.30)	\$ 209.77	\$ 216.78	\$ 409.85	\$ 1,685.71	\$ -	\$ 15,401.76
						,	,			•			
City of Manitowoc Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	November YTD 2018
Provider Visit	51	36	55	Ар г 21	43	36	19	Aug 27		31	31	Det	381
Nurse Visit	5		8	35	75	16	6	13		21	12		205
Lab Visit	20		19	42	85	23	4	15		23	63		324
Vaccine	20	3	6	1	4	23	7	2		7	13		41
Total Patient Visits	78	61		99	207	77	29	57		82	119	_	951
Total ratient visits	78	01	88	33	207	,,,	25	37	34	82	119	-	331
Total Provider Visit Types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	November YTD 2018
OFFICE/OUTPT VISIT,NEW,LEVL II	1	1	4	1	-	-		-					7
OFFICE/OUTPT VISIT,NEW,LEVL III	9	5	6	6	5	5	1	8	4	6	4		59
OFFICE/OUTPT VISIT,NEW,LEVL IV	1	-	-		-	-		1	1		1		4
OFFICE/OUTPT VISIT EST LEVEL II	1	2	1	2	2	1	3	-	2	1			15
OFFICE/OUTPT VISIT EST LEVEL III	34	24	25	11	31	19	10	13	22	19	19		227
OFFICE/OUTPT VISIT EST LEVEL IV	3	2	18	-	3	6	4	2	2	5	4		49
OFFICE/OUTPT VISIT EST LEVEL V											1		1
PREV NEW AGE 12-17						2					-		2
PREV NEW AGE 18-39	1	-	-	ı	1	-					1		3
DDELLECT ACE OF 44					-	_							1
PREV EST AGE 05-11			1	-	-	-							
PREV EST AGE 05-11 PREV EST AGE 12-17	-	1	- 1	1	1	3		3					9
	- 1	1 1						3					9 2
PREV EST AGE 12-17			-			3	1	3			1		
PREV EST AGE 12-17 PREV EST AGE 18-39			-			3	1 19	27		31	1 31	-	2
PREV EST AGE 12-17 PREV EST AGE 18-39 PREV EST AGE 40-64	1	1	-	-	1	-				31	_	-	2 2
PREV EST AGE 12-17 PREV EST AGE 18-39 PREV EST AGE 40-64	1	1	-	-	1	-				31 Oct	_	- Dec	2 2
PREV EST AGE 12-17 PREV EST AGE 18-39 PREV EST AGE 40-64 Grand Total	51	36 Feb	- - - 55	1 - 21	43	3 - 36	19	27	31 Sep		31	- Dec	2 2 381

City of Manitowoc - Invoice Summary Patient Services/Vaccine/Clinic Labs Service Month: November 2018

Patient Services								
Company	Description	Monthly Rat	e	Quantity/Participants	Total	Monthly Fee		
CITY	Monthly eligible me	\$	7.00	565	\$	3,955.00		
CITY	Pharmacy	\$	449.21	1	\$	449.21		
CITY	Health Coaching De	\$	1,000.00	1	\$	1,000.00		

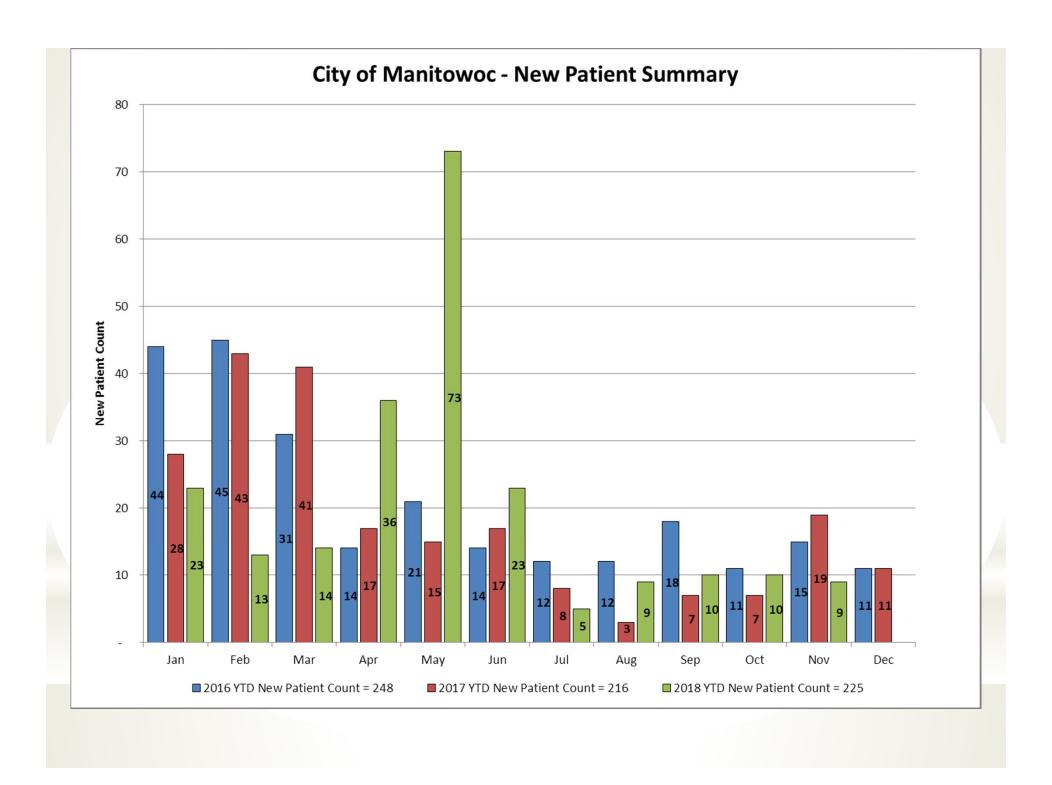
	Vaccine								
Company	CPT code		Description	Contract Rate	Total Quantity	Total Cost			
CITY	90471		IMMUNIZATION AD	No Charge	15	\$	-		
CITY	90686		INFLUENZA QUADR	\$ 19.0	0 9	\$	171.00		
CITY	90688		INFLUENZA QUADR	\$ 17.0	0 1	\$	17.00		
CITY	90714.02		TD PRES FREE VACC	\$ 25.0	0 2	\$	50.00		
CITY	90715		TETANUS/DIPTHERI	\$ 39.0	0 1	\$	39.00		
CITY	90746	•	HEP B VACC ADULT	\$ 60.0	0 2	\$	120.00		
	Total Clinic Vaccine \$								

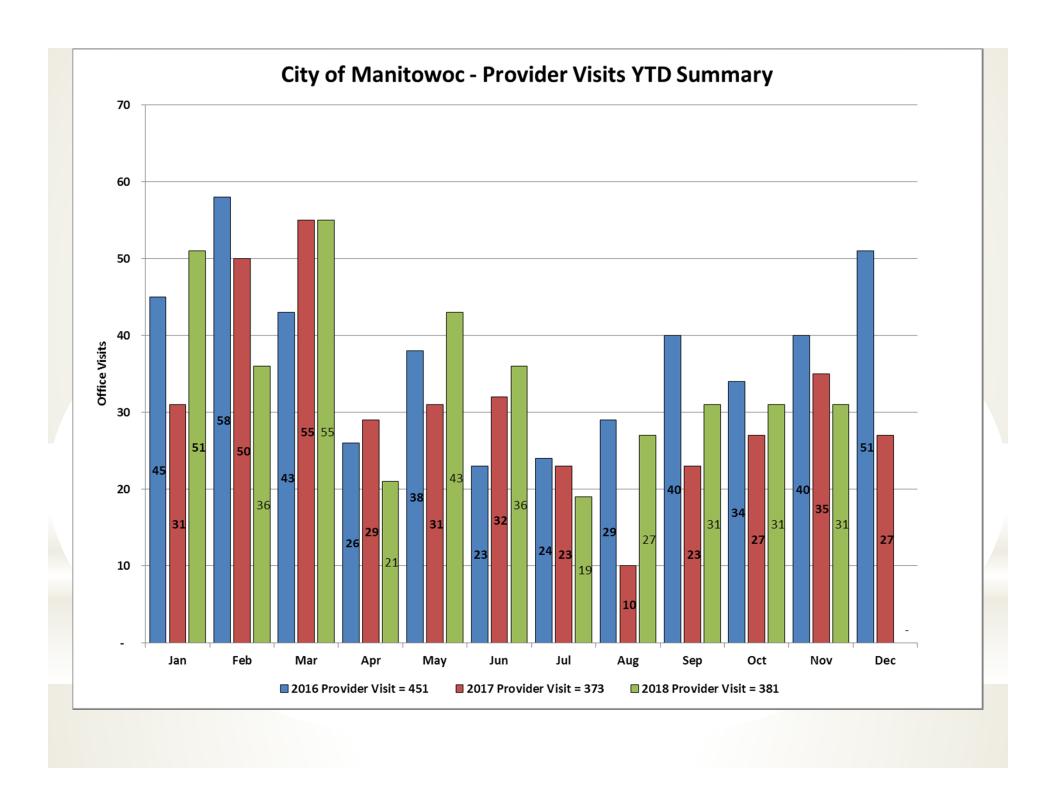
Company CITY	CPT Code		Clinic Labs							
			Test Name	Contract Rate	Sum of Quantity	Total La	b Fee			
	80048	BPNL	BASIC METABOLIC	\$ 3.62	1	\$	3.62			
CITY	80053	CPNL	COMP METABOLIC	\$ 4.50	3	\$	13.50			
CITY	80061	LIPPNL	LIPID PANEL W/REF	\$ 5.58	1	\$	5.58			
CITY	80076	LIVPNL	HEPATIC FUNCTION	\$ 3.46	1	\$	3.46			
CITY	80178	LI	LITHIUM	\$ 6.48	1	\$	6.48			
CITY	81001	исом	URINE COMPLETE	\$ 5.32	5	\$	26.60			
CITY	81001	UCOMCS	COMP.UA, C/S IF IN	\$ 4.84	2	\$	9.68			
CITY	81003	UACS	UA,C/S IF IND.	\$ 3.81	1	\$	3.81			
CITY	81015	UACSM	URINE MICROSCOP	\$ 3.09	1	\$	3.09			
CITY	82043	MAR	MICROALBUMIN,RA	\$ 4.59	1	\$	4.59			
CITY	82150	AMY	AMYLASE	\$ 11.18	2	\$	22.36			
CITY	82306	25VDR	VIT D, 25-HYDROXY	\$ 5.73	1	\$	5.73			
CITY	82728	FERR	FERRITIN	\$ 4.83	1	\$	4.83			
CITY	83036	GLYH	HEMOGLOBIN A1C	\$ 4.95	1	\$	4.95			
CITY	83540	IRONP	IRON and TIBC	\$ 8.48	1	\$	8.48			
CITY	83550	IRONP	IRON and TIBC	\$ 8.48	1	\$	8.48			
CITY	83690	LIPA	LIPASE	\$ 4.83	2	\$	9.66			
CITY	84443	TSHR	TSH WITH REFLEX	\$ 7.75	1	\$	7.75			
CITY	85004	DIFA	DIFFERENTIAL	Not on Contract	4	\$	-			
CITY	85027	CBCNO	HEME PROFILE	\$ 4.92	4	\$	19.68			
CITY	86803	HCV	HEP C AB	\$ 19.75	1	\$	19.75			
CITY	87077	Al1	AEROBIC IDENTIFIC	\$ 21.16	1	\$	21.16			
CITY	87081	STTH	CULTURE STREP GR	\$ 16.33	8	\$	130.64			
CITY	87086	URC	URINE CULTURE	\$ 15.24	2	\$	30.48			
CITY	87088	UPI	URINE PRESUMPTIV	\$ 13.77	1	\$	13.77			
CITY	87147	OGBA	ORG.GROUPING/ID	\$ 14.51	2	\$	29.02			
CITY	87186			Not on Contract	1	\$	-			
			Total La	ıb		\$	417.15			

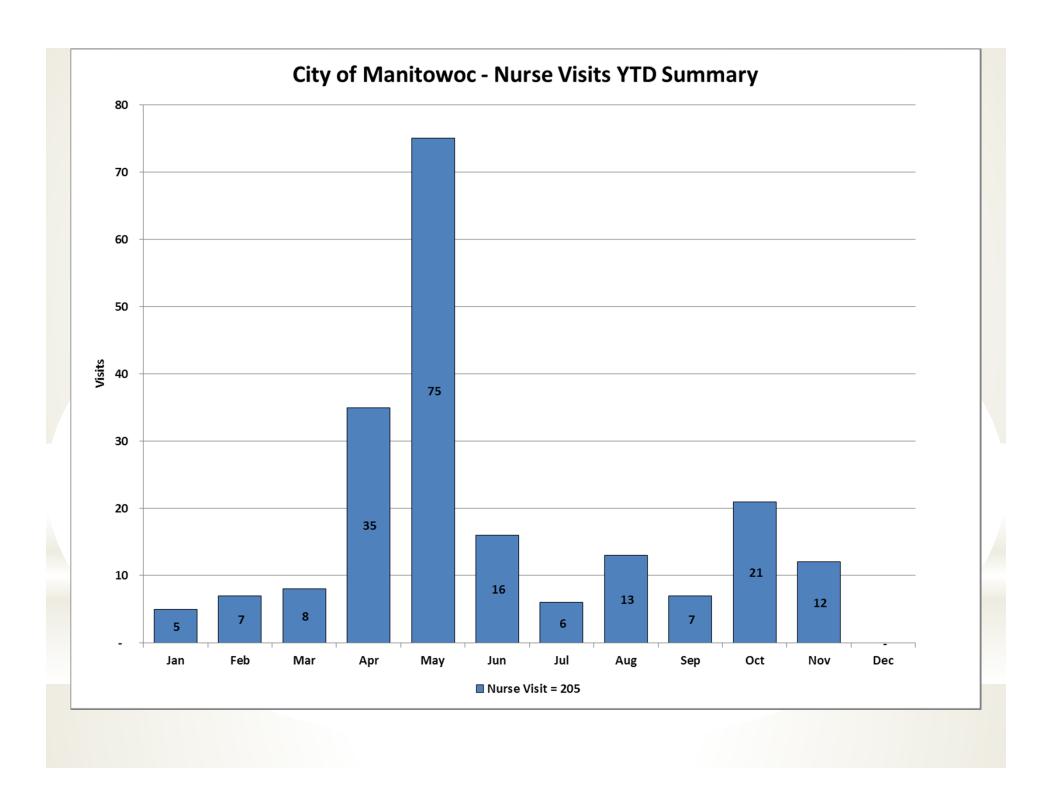
TOTAL INVOICED

\$

6,218.36







City of Manitowoc - Visits By Day Summary Pg 1

			Pi	ovider Visits - N	ovember 2018				
	Appointment	Appointment	Appointment						
Visit Type	Time	Date	Length (Minutes)	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Provider Visit	8:00:00 AM	10/17/2018	30			1			1
Provider Visit	8:30:00 AM	10/11/2018	30				1		1
Provider Visit	8:30:00 AM	10/19/2018	30					1	1
Provider Visit	8:30:00 AM	10/30/2018	15		1				1
Provider Visit	9:00:00 AM	10/15/2018	30	1					1
Provider Visit	9:00:00 AM	10/26/2018	30					1	1
Provider Visit	9:30:00 AM	10/8/2018	30	1					1
Provider Visit	10:00:00 AM	10/8/2018	30	1					1
Provider Visit	10:00:00 AM	10/10/2018	30			1			1
Provider Visit	10:00:00 AM	10/15/2018	30	1					1
Provider Visit	10:15:00 AM	10/1/2018	30	1					1
Provider Visit	10:15:00 AM	10/5/2018	30					1	1
Provider Visit	10:15:00 AM	10/29/2018	30	1					1
Provider Visit	11:15:00 AM	10/3/2018	30			1			1
Provider Visit	11:15:00 AM	10/31/2018	30			1			1
Provider Visit	11:30:00 AM	10/29/2018	30	1					1
Provider Visit	1:00:00 PM	10/31/2018	30			1			1
Provider Visit	1:30:00 PM	10/1/2018	30	1					1
Provider Visit	2:15:00 PM	10/2/2018	30		1				1
Provider Visit	2:15:00 PM	10/16/2018	15		1				1
Provider Visit	2:15:00 PM	10/24/2018	30			1			1
Provider Visit	2:30:00 PM	10/1/2018	30	1					1
Provider Visit	3:00:00 PM	10/10/2018	30			1			1
Provider Visit	3:00:00 PM	10/18/2018	30				1		1
Provider Visit	3:15:00 PM	10/9/2018	30		1				1
Provider Visit	3:30:00 PM	10/29/2018	30	1					1
Provider Visit	4:00:00 PM	10/25/2018	30				1		1
Provider Visit	4:15:00 PM	10/11/2018	15				1		1
Provider Visit	4:30:00 PM	10/11/2018	30				1		1
Provider Visit	4:30:00 PM	10/17/2018	30			1			1
Provider Visit	4:45:00 PM	10/29/2018	15	1					1
Grand Total			870	11	4	8	5	3	31

City of Manitowoc - Visits By Day Summary Pg 2

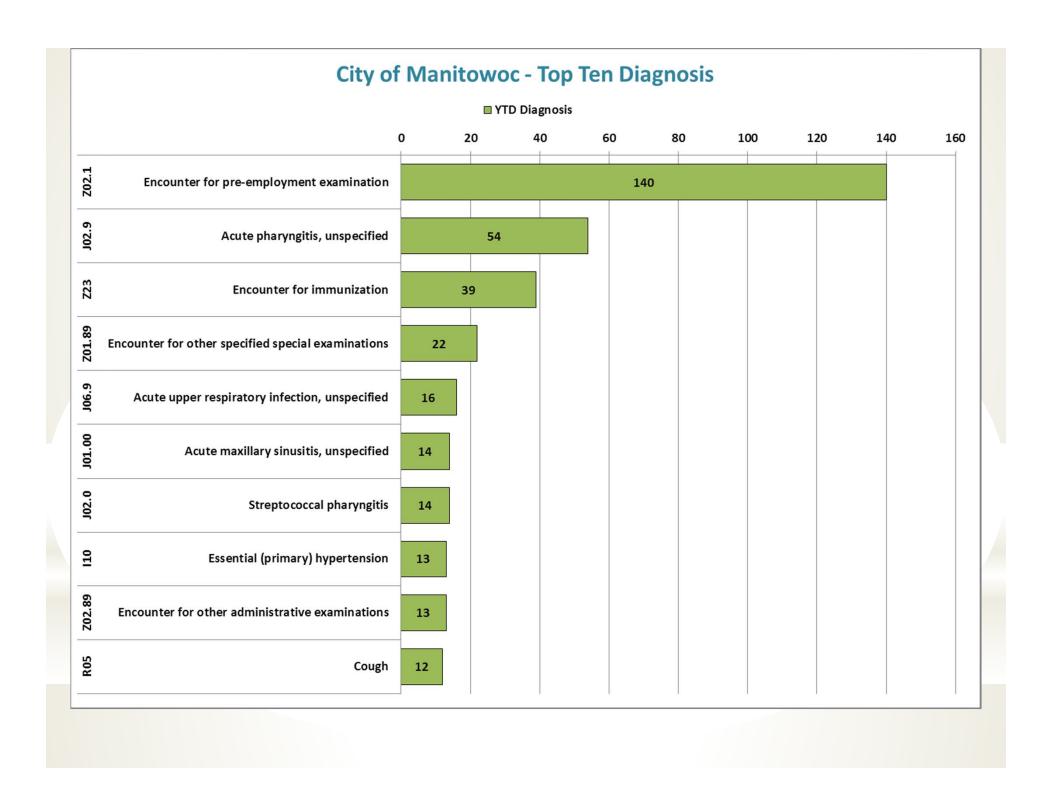
Number of C	Number of Cancelled/No Show Visits - November 2018							
Date	Cancellation	No Show	Total					
11/1/2018	1		1					
11/5/2018	1		1					
11/7/2018		2	2					
11/9/2018	1		1					
11/15/2018	1	1	2					
11/21/2018	1		1					
11/26/2018		1	1					
Grand Total	5	4	9					
	Nurse Visits - N	ovember 2018						
	Visit Type	Total						
	Nurse Visit	12						
	Grand Total	12						

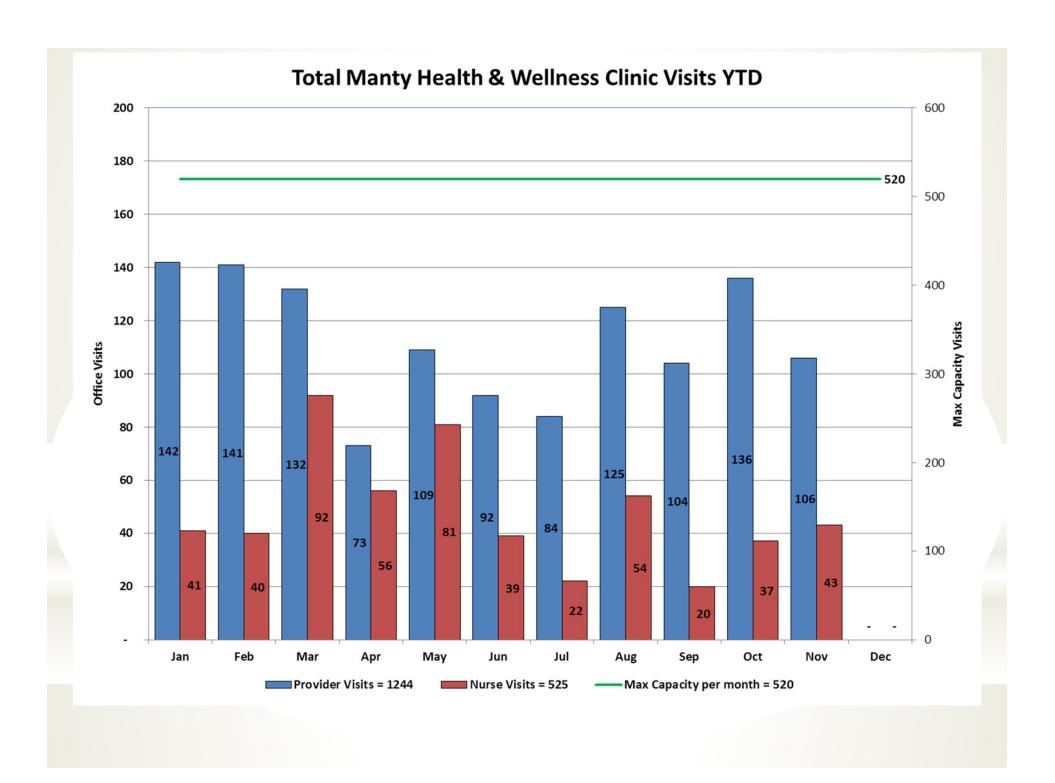
City of Manitowoc - Vaccine Summary

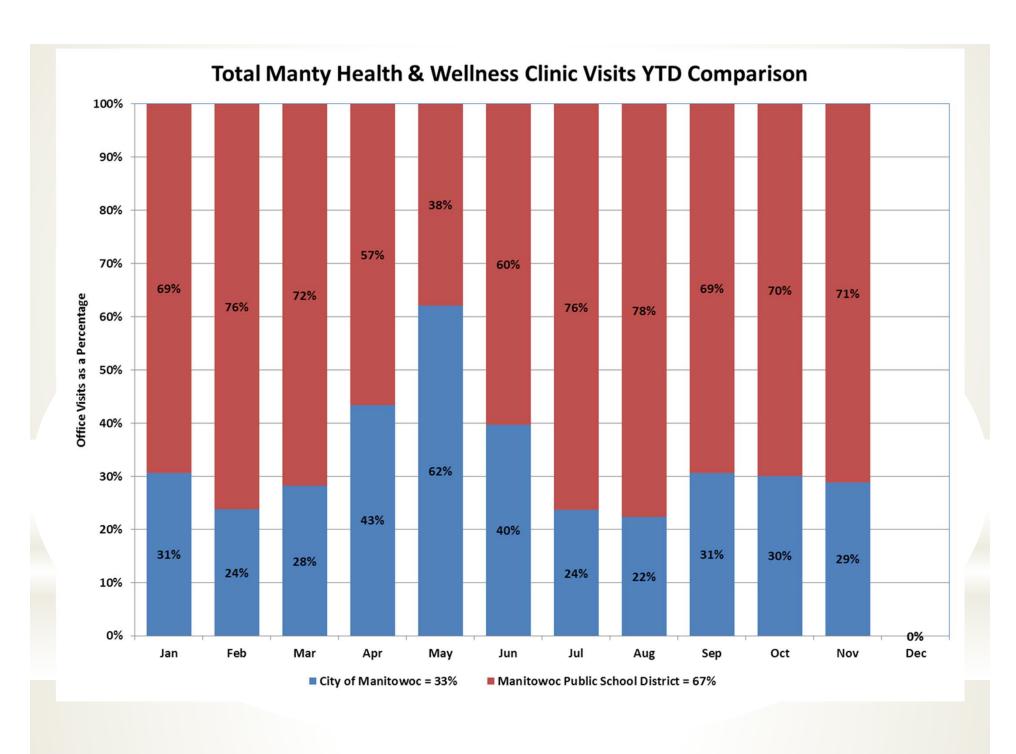
	YTD Quantity													
CPT Code	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Qty
90471	IMMUNIZATION ADMIN SINGLE OR FIRST	2	3	3	1	4	2		2	1	7	13		38
90472	IMMUNIZATION ADMIN 2+			1										1
90686	INFLUENZA QUADRIVALENT SPLIT PRES FREE 0.5 ML VACC, IM	1	3	1							2	9		16
90688	INFLUENZA QUADRIVALENT SPLIT 0.5 ML VACC, IM										4	1		5
90714.02	TD PRES FREE VACC, 7+ YRS			1		1			1	1	1	1		6
90715	TETANUS/DIPTHERIA/ACELLULAR PERTUSSIS			3		3	2					1		9
90746	HEP B VACC ADULT 3 DOSE, IM	1		1	1				1			1		5
Total		4	6	10	2	8	4	-	4	2	14	26	-	80

YTD Cost CPT Code Description YTD Qty **Total YTD Cost** Cost INFLUENZA QUADRIVALENT SPLIT PRES FREE 0.5 ML VACCINE 16 90686 \$ 19.00 304.00 5 90688 INFLUENZA QUADRIVALENT SPLIT 0.5 ML VACC, IM 17.00 85.00 90714.02 TD 7 YRS+ PRESERVATIVE FREE 25.00 150.00 TETANUS/DIPTHERIA/ACELLULAR PERTUSSIS \$ 90715 39.00 351.00 Shingles (Zostavax) Vaccine 90736 90746 HEPATITIS B VACCINE ADULT IM 3 DOSE SCHEDULE 300.00 60.00 41 1,190.00 Total

^{**} Vaccines (2) were missed on the September invoice and they are invoiced in November

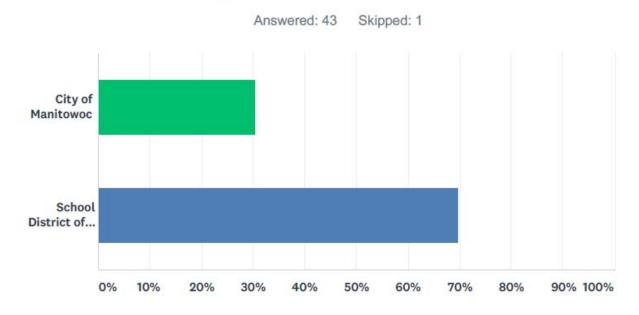






Manty Health and Wellness Center Experience Survey

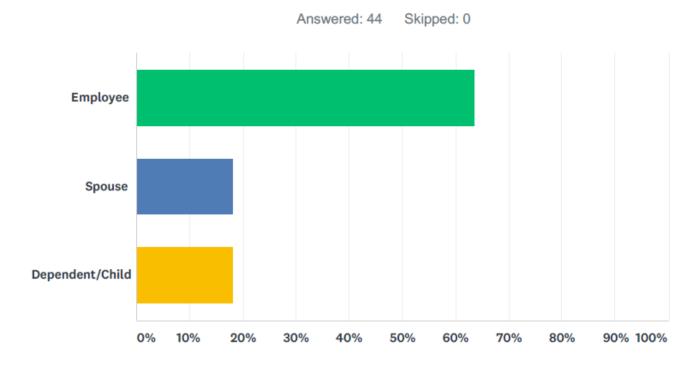
Q1 Please select the employer who provides you/your family with access to the Manty Health and Wellness Center.



ANSWER CHOICES	RESPONSES	
City of Manitowoc	30.23%	13
School District of Manitowoc	69.77%	30
TOTAL		43

Manty Health and Wellness Center Experience Survey

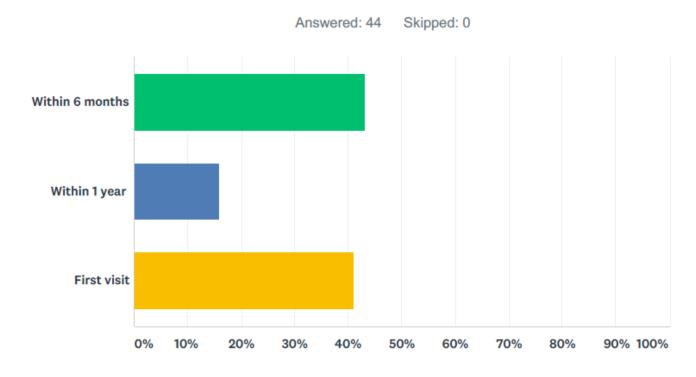
Q2 Please select the option that best describes the patient.



ANSWER CHOICES	RESPONSES	
Employee	63.64%	28
Spouse	18.18%	8
Dependent/Child	18.18%	8
TOTAL		44

Manty Health and Wellness Center Experience Survey

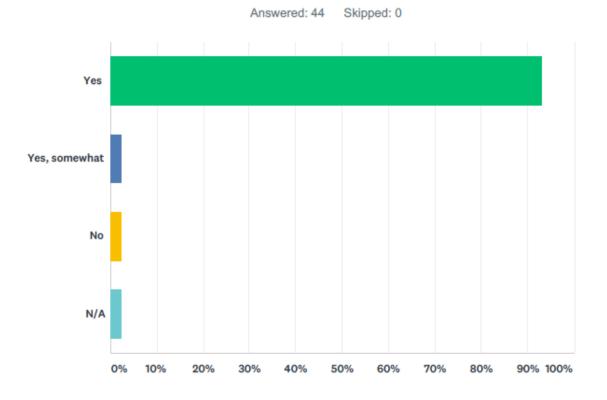
Q3 When was your last visit to this clinic?



ANSWER CHOICES	RESPONSES	
Within 6 months	43.18%	19
Within 1 year	15.91%	7
First visit	40.91%	18
TOTAL		44

Manty Health and Wellness Center Experience Survey

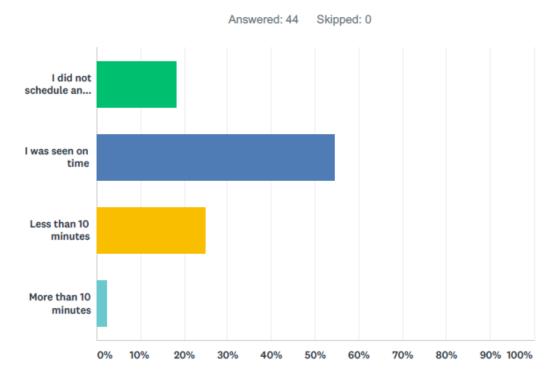
Q4 Were you able to schedule an appointment as soon as you needed it?



ANSWER CHOICES	RESPONSES	
Yes	93.18%	41
Yes, somewhat	2.27%	1
No	2.27%	1
N/A	2.27%	1
TOTAL		44

Manty Health and Wellness Center Experience Survey

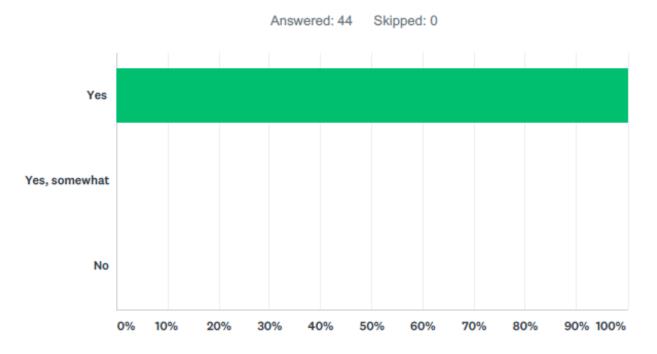
Q5 If you scheduled an appointment in advance, how long did you have to wait past your scheduled appointment time to be seen?



ANSWER CHOICES	RESPONSES	
I did not schedule an appointment in advance	18.18%	8
I was seen on time	54.55%	24
Less than 10 minutes	25.00%	11
More than 10 minutes	2.27%	1
TOTAL		44

Manty Health and Wellness Center Experience Survey

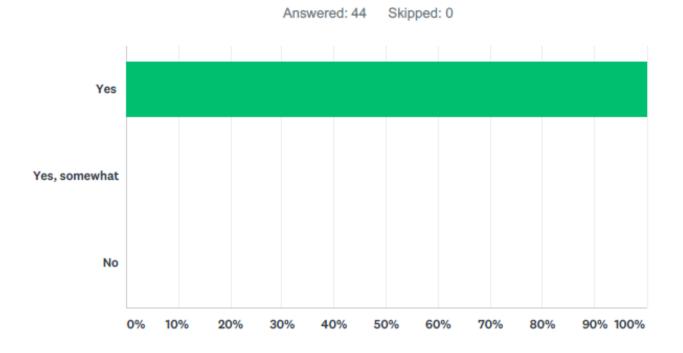
Q6 Was your provider friendly and courteous?



ANSWER CHOICES	RESPONSES	
Yes	100.00%	44
Yes, somewhat	0.00%	0
No	0.00%	0
TOTAL		44

Manty Health and Wellness Center Experience Survey

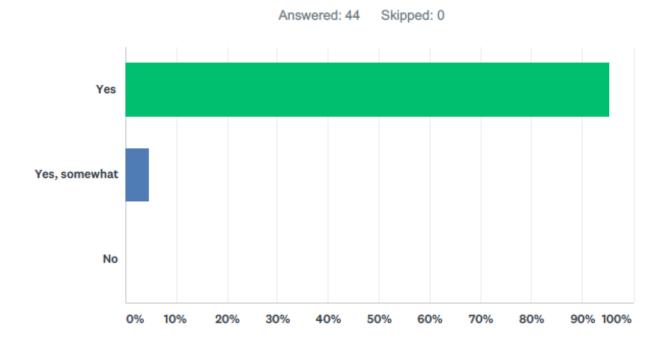
Q7 Did your provider explain information in an easy to understand way?



ANSWER CHOICES	RESPONSES	
Yes	100.00%	44
Yes, somewhat	0.00%	0
No	0.00%	0
TOTAL		44

Manty Health and Wellness Center Experience Survey

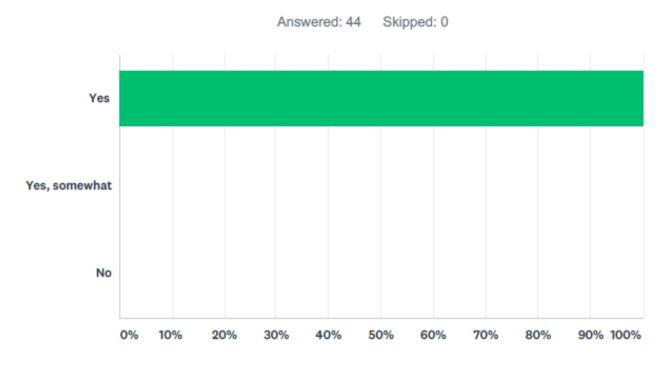
Q8 Did your care team spend enough time with you to meet your needs?



ANSWER CHOICES	RESPONSES	
Yes	95.45%	42
Yes, somewhat	4.55%	2
No	0.00%	0
TOTAL		44

Manty Health and Wellness Center Experience Survey

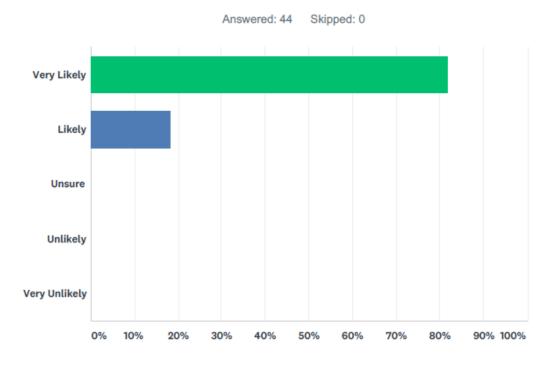
Q9 Was your care team friendly and courteous?



ANSWER CHOICES	RESPONSES	
Yes	100.00%	44
Yes, somewhat	0.00%	0
No	0.00%	0
TOTAL		44

Manty Health and Wellness Center Experience Survey

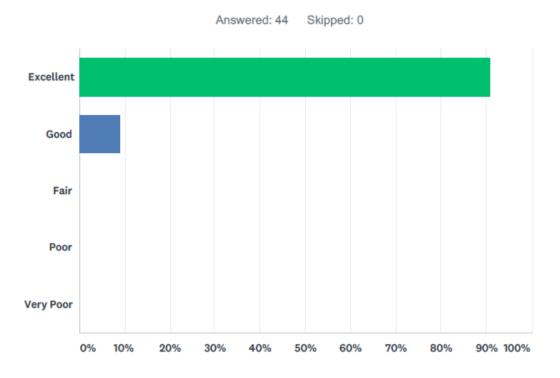
Q10 What is the likelihood that you will recommend the Manty Health and Wellness Center to other employees?



ANSWER CHOICES	RESPONSES	
Very Likely	81.82%	36
Likely	18.18%	8
Unsure	0.00%	0
Unlikely	0.00%	0
Very Unlikely	0.00%	0
TOTAL		44

Manty Health and Wellness Center Experience Survey

Q11 How would you rate the care that you received?



ANSWER CHOICES	RESPONSES	
Excellent	90.91%	40
Good	9.09%	4
Fair	0.00%	0
Poor	0.00%	0
Very Poor	0.00%	0
TOTAL		44

Manty Health and Wellness Center Experience Survey

Q12 Please share any other comments you have below:

Answered: 0 Skipped: 44