



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, February 4, 2019

6:00 PM

Council Chambers

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Amy Eisenschink, Nick Reimer, Chad Scheinoha, Karen Dorow, Dan Koski, Scott McMeans, and Debbie Charney.

Present: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

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

- [19-0121](#) Approval of January 7, 2019 Personnel Committee Minutes
- [19-0122](#) Review of legal fees billed out through January, 2019-Human Resources
- [19-0123](#) Report out on Health Plan Funding
- [19-0124](#) Report out of Human Resources Initiatives February, 2019
- [19-0125](#) Report out of City Attorney's Initiatives February, 2019

APPROVAL OF CONSENT AGENDA

Moved by Czekala, seconded by Williams, to accept the Consent Agenda Items and recommendations of the various committees. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

5. Discussion and Action Items

[19-0115](#)

Out of State Travel Request-PD-Tyler Tech Conference-April 7-10, 2019-Dallas, TX

There was no discussion on this matter.

Moved by Kummer, seconded by Czekala, that this Request for Out of State Travel for the PD to Tyler Tech Conference April 7-10, 2019 be approved and forwarded to Council for consent agenda. The motion carried by the following vote:

[19-0072](#)

Resolution to revise Employee Policy Manual for Overtime/Call-in-Pay language change

Alder Sitkiewitz stated that he had discussion on this matter with Chad Scheinoha and Dan Koski since he held the item at Council. They discussed scenarios and budgetary concerns and clarified any issues or concerns he had and he supports the item. Sitkiewitz made an amendment to make retroactive to 1-1-2019.

Moved by Sitkiewitz, seconded by Czekala, that this Resolution be approved as amended, making the change retroactive to begin 1-1-2019, and referred to Council for revision of the EPM for Overtime/Call-in-Pay language change. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[19-0119](#)

Approval of PTO Donation Request from Former Employee

Discussion was held about an employee who left employment and requested that his old sick bank leave be donated into a bank for other employees to use when they need leave and have no PTO-Extended leave to use. The employee had 960 hours in his bank upon separation but was not qualified for a payout due to not meeting age requirements for WRS. Sitkiewitz explained that there are not many employees who still have this sick bank left for use. Novak asks how the bank would fund itself once it is depleted? Discussion on the donation policy to explain that employees could request to donate their current PTO to keep this bank funded. Sitkiewitz recommended funding the bank with 240 hours to start the bank with some hours.

Moved by Czekala, seconded by Novak, to approve and refer to council the PTO Donation bank and also funding the bank with 240 hours and enacting this policy. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Czekala and Novak

Nay: 2 - Kummer and Williams

[19-0118](#)

Approval of Employee Policy Manual Revisions

Lillibridge explained the EPM changes to the committee clarifying that the PTO schedule did not reflect an addition of PTO at the 12 year mark for Dept Heads. Kummer asked if there was a reason that the PTO was not

added back then when "missed"? McDaniel suggested that maybe it was due to the timeline of changing over to PTO from vacation. Lillibridge could not answer since she was not in this role at that time. Sitkiewitz asked for clarification on the second bullet point, approval of timecards. Lillibridge explained that admins are reviewing timecards and this could potentially be a violation of HIPPA and other issues. The Supervisors and Dept Heads along with employees are the only people who should be accessing timecards.

Moved by Czekala, seconded by Novak, to approve the EPM Revisions and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[19-0117](#) Approval of Drug & Alcohol Prevention Policies

Lillibridge explained that the City currently has a very brief drug and alcohol policy located in the EPM. Lillibridge presented two different policies for approval. One policy for DOT employees which is a longer policy and one for all employees including the DOT employees. Kummer asked where Lillibridge got this policy. Lillibridge stated that she created it using a template from our liability insurer and they reviewed it at completion.

Moved by Czekala, seconded by Williams, to approve the two drug and alcohol policies for employees and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[19-0116](#) Approval of Seasonal Hiring Policy and Rates

There was no discussion on this matter.

Moved by Czekala, seconded by Williams, to approve the 2019 Seasonal Hiring Policy for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[18-1228](#) Pay for Performance and Sustainability of Compensation Plan

Nothing new to report.

[19-0139](#) Amendments to Code of Ethics, Council Rules, and Council Code of Conduct

Attorney McDaniel's goal for 2019 is to update the Code of Ethics as well as the Council Rules and Council Code of Conduct. Alder Sitkiewitz started conversation by recommending to keep this item on the agenda for March 4, 2019 PC meeting and have a good conversation at that time and get changes on the April Council meeting agenda for approval with the new Council seating and could be part of the adopted rules coming from the Personnel Committee. Attorney McDaniel explained the proposed changes to the Council Rules including the ability to exclude a member from the

Common Council who is not a member of a standing committee from any closed session pursuant to vote from majority of members present. McDaniel also reviewed the Code of Ethics revisions including having a better understanding of what an ethical code violation is on the part of any public official. The Code of Conduct changes included clearer communication language. Concerns discussed about having to address others by not using first names and why it needs to be so formal, gift giving/receiving and monetary value, and closed session exclusion. Alder McMeans joined the table to voice his ideas on conflict of interest and members unawareness and gift value. McDaniel will make revisions from discussions and bring back to March Personnel Committee meeting.

6. Convene in Closed Session

Moved by Czekala, seconded by Williams, to convene in closed session at 6:41 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

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:

[19-0114](#) Alder Gabriel's Request to Compensate a DPI Employee

(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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters
Local 368 contract negotiations

This Report was placed on file

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

7. Reconvene in Open Session

Moved by Czekala, seconded by Novak, to reconvene in open session at 6:45 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[19-0114](#)

Alder Gabriel's Request to Compensate a DPI Employee

There was no discussion.

Moved by Sitkiewitz, seconded by Czekala, that this request be referred to Council's consent agenda to be placed on file. There was no vote.

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[18-0425](#)

Manitowoc Professional Firefighters International Association of Firefighters
Local 368 contract negotiations

This Report was placed on file

8. Adjournment

A motion was made by Jeremiah Novak, seconded by Vice Chair Steven Czekala, to adjourn at 6:47 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

Submitted by Jessie Lillibridge, Human Resources Director.