



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, March 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, Amy Eisenschink, Marlo Kohlmann, April Kroner, Rhienna Gabriel, Scott McMeans, Jim Brey, and Debbie Charney.

Present: 4 - Sitkiewitz, Czekala, Kummer and Williams

Absent: 1 - Novak

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

- [19-0190](#) Approval of February 4, 2019 Personnel Committee Minutes
- [19-0191](#) Review of legal fees billed out through February, 2019-Human Resources
- [19-0192](#) Report out on Health Plan Funding
- [19-0193](#) Report out of Human Resources Initiatives March, 2019
- [19-0194](#) Report out of City Attorney's Initiatives March, 2019

APPROVAL OF CONSENT AGENDA

A motion was made by Vice Chair Steven Czekala, seconded by Mike Williams, to accept the Consent Agenda Items and recommendations of the various committees. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Kummer and Williams

5. Discussion and Action Items

[19-0120](#)

Out of State Travel Request-Community Development-San Diego for a National GIS Conference

April Kroner explained to the committee about the National GIS Conference. One of the 5 goals for Community Development as a department for 2019 is to increase capabilities of the GIS for the City.

Moved by Czekala, seconded by Williams, that this Request for Out of State Travel for the Community Development Department to a National GIS Conference in San Diego be approved and forwarded to Council for consent agenda. The motion carried by the following vote:

[19-0227](#)

Approval of Change to Vendor for Short Term Disability and Addition of Long Term Disability Plan Option

Due to customer service issues, ABRC was asked to recommend another vendor for Short Term Disability which ended up to be Mutual of Omaha. They also recommended adding a Long Term Disability. Looking to implement an April 1, 2019 start date.

Moved by Williams, seconded by Czekala, that this Request be granted and referred to Council. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Kummer and Williams

[19-0235](#)

Discussion of New Policy Requiring Supervisors to Approve Timecards

HR Director Lillibridge explained the concerns from supervisors on approving timecards of those they supervise and had scheduled meetings with both DPI and Finance. Lillibridge stated that she felt the meetings were productive and they came up with some good ideas on how to try and comply with the Policy.

This Report was placed on file

[18-1228](#)

Pay for Performance and Sustainability of Compensation Plan

Alder Sitkiewitz stated that he would like this brought back to Personnel next month for discussion.

This Report was discussed

[19-0139](#)

Amendments to Code of Ethics, Council Rules, and Council Code of Conduct

Alder Sitkiewitz reiterated to the Committee what was discussed last month at the Personnel Committee meeting and that updating of these policies is Attorney McDaniel's goal for 2019. There were changes that were asked to be updated by McDaniel and brought forth at this meeting. A few items discussed were majority vote, receiving gifts and what monetary limits would be acceptable, conduct with staff and discussions,

inappropriate conduct more detailed, usage of City emails and texts. McDaniel was asked up update the policies again and will bring to the April 1st meeting for further discussions.

This Report was discussed

6. Convene in Closed Session

Moved by Czekala, seconded by Williams, to convene in closed session at 6:32 p.m. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Kummer 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:

[19-0253](#) Unpaid Leave Request Extension-Transit

[19-0228](#) Request for PTO Increase for New Hire in the Associate Planner-Business and Housing Position

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

7. Reconvene in Open Session

Moved by Czekala, seconded by Williams, to reconvene in open session at 6:50 p.m. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Kummer and Williams

[19-0253](#) Unpaid Leave Request Extension-Transit

There was no discussion

Moved by Czekala, seconded by Williams, to approve the unpaid leave request extension for Transit and place on Council Consent Agenda. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Kummer and Williams

[19-0228](#) Request for PTO Increase for New Hire in the Associate Planner-Business and Housing Position

There was no discussion

Moved by Czekala, seconded by Williams, to approve the request for PTO increase for a new hire in the Associate Planner-Business and Housing position and refer to Council on Consent Agenda. The motion carried by the following

vote:

6. Adjournment

A motion was made by Kummer, seconded by Czekala, to adjourn at 6:52 p.m.
The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Czekala, Kummer and Williams

Submitted by Jessie Lillibridge, Human Resources Director