



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: November 6, 2023

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

Recruiting

- Hired: School Crossing Guard
- Promoted: City Attorney
- Promoted: Motor Pump Operator
- Promoted: Police Lieutenant
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic
- Advertising: School Crossing Guard
- Advertising: Library Maintenance Technician
- Advertising: City Clerk Admin Support Specialist
- Advertising: RWAM Admin Support Specialist

Separations

- Police Officer (2)
- Firefighter
- RWAM Administrative Support Specialist

Upcoming separations/retirements:

- Fire Motor Pump Operator (December 2023)
- Library Materials Manager (February 2024)

Completed exit interviews with voluntary separations/retirements.

Employee Relations & Engagement

- Investigation and discipline for employees continue as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.
- The years of service and retiree recognition program continues to receive positive feedback.
- Working with department heads to focus on recruitment and retention of employees.
- The City filed for mediation with the police union through the Wisconsin Employment Relations Commission.

Organizational Development & Training

- The Tuition Reimbursement program continues to be used by employees. Supervisors have been encouraging employees interested in furthering their education to consider the program.
- The CDL tuition payback provision has been used by one employee.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Performance evaluations were rolled out and will be conducted beginning October 1. All evaluations are due to HR on November 15th.
- Kristin Odell will be onsite for leadership training for Department Heads on November 8th.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs. Over the summer, the team is offering discounted yoga classes at a local studio.
- We have worked with USI to review options to replace Go365. We have decided to move to Vitality and will implement on January 1, 2024.
- Self-insured health plan forecasting shows that premium increases of approximately 7% are recommended.
- Open enrollment will be from November 9-20th. Meetings will be held on November 9th and 14th.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working with Building & Grounds to address some security and door access issues.
- Working with IT on best practices for ensuring IT security.
- Working to provide access and training to Epi pens at City facilities.
- Working on compiling CVMIC Grant Requests. The City has the opportunity to earn up to \$7,000 matching funds from CVMIC each year for safety and wellness initiatives.
- Through the Safety Steering Team, working to address some facility safety concerns identified by CVMIC during annual inspections.

Administration

- Working with several departments on revisions to job descriptions.
- Much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- Working with IT to ensure our cyber systems, and the many different platforms and programs used at the City, are set up to be as secure as possible. This includes quarterly emailed security testing links and phishing simulation campaigns.
- Working on various policies to incorporate changes that have been approved in recent months.