



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: June 1, 2026

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

Recruiting

- Promoted: Assistant Fire Chief
- Promoted: Police Administrative Office Supervisor
- Promoted: Senior Parks Laborer
- Promoted: Housing Enforcement Inspector
- Promoted: Battalion Chief
- Promoted: Parks Laborer
- Promoted: Senior DPW Laborer
- Advertising: Police Officer
- Advertising: Transit Driver
- Advertising: DPW Laborer
- Advertising: Parks Laborer
- Advertising: Community Service Worker
- Advertising: Seasonal positions
- Offer: Tourism Administrative Support Specialist
- Interviewing: Human Resources Assistant

Separations/Retirements

- Parks Laborer (retirement)
- Human Resources Assistatn
- School Crossing Guard (2)
- Transit Driver
- Police Officer
- Fire Motor Pump Operator

Upcoming separations/retirements:

- PD Office Manager (June 2026)
- Police Lieutenant (June 2026)
- Custodian (September 2026)
- 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.
- Received a request to open bargaining from WPPA. Contract expires December 31, 2026.
- Working on planning several employee engagement events for 2026.
- Employee & Volunteer Appreciation Picnic – July 9, 2026 @ Lincoln Park
- Working with labor attorney on some personnel-related issues in Police and Fire.
- Working with department heads on several personnel-related matters.

Organizational Development & Training

- Working with department heads and managers to determine and schedule employee training. CVMIC will provide anti-harassment/anti-discrimination training for all employees, and FMLA/Worker's Comp/ADA training for managers. Additionally, CVMIC will be onsite to conduct two all-day leadership training sessions.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.

Compensation, Benefits & Wellness

- Manty Health & Wellness Clinic is available at the Froedtert Harbor Town campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Continuing to work with McClone to optimize our health plan and to continue to find ways to mitigate the rising costs associated with healthcare. Looking to switch to a new third-party administrator in 2027.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Through the Safety Steering Team, working to address facility safety concerns identified by CVMIC during annual inspections. Also, completing regular safety inspections of City facilities.

Administration

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- Working with Finance and Payroll to review timekeeping systems.
- Updating HRIS, HR files and systems to reflect the restructuring of DPI, Police, and Tourism departments.