



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: August 3, 2026

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

Recruiting

- Promoted: Fire Motor Pump Operator (2)
- Promoted: Fire Lieutenant
- Promoted: Senior Parks Laborer
- Promoted: Police Lieutenant
- Hired: Police Recruit Officer
- Hired: Police Officer
- Hired: Tourism Administrative Support Specialist
- Hired: HR Assistant
- Hired: Parks Laborer
- Hired: Transit Driver
- Advertising: Police Officer
- Advertising: Transit Driver
- Advertising: DPW Laborer
- Advertising: Housing Enforcement Inspector
- Advertising: Custodian
- Advertising: Seasonal positions
- Interviewing: HR Assistant

Separations/Retirements

- Fire Chief (retirement)
- Senior DPW Laborer
- Police Office Manager (retirement)
- Library Clerk (2)
- Police Lieutenant (retirement)
- Transit Customer Service Clerk
- Library Page (2)
- HR Assistant

Upcoming separations/retirements:

- 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.
- Currently bargaining with WPPA to negotiate a successor agreement for 2027-2029.
- Employee & Volunteer Appreciation Picnic was held on July 9, 2026 @ Lincoln Park. There were 176 attendees.
- Working with labor attorney on personnel-related issues in 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.
- Revising current Performance Management process.

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.
- Mid-year strategy meeting was held with McClone to discuss the health plan performance and begin discussing 2027 benefits.
- Met with UMR for kickoff meeting as the City will transition TPA services effective January 1, 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.