

PERSONNEL COMMITTEE MINUTES

Monday, March 14, 2011

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on March 14, 2011 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons Olson, Hennessey and Schema. Alder McMeans was absent. Others present were Mayor Justin Nickels, Police Chief Tony Dick, Fire Chief Bill Manis, Mike Huck, Paul Schermetzler, Derek Muench, Amy Fricke Weigel, Tim Gadzinski, Elaine Schroeder, Eric Sitkiewitz, Tim Van Horn, Rob Block, Ed Vander Bloomen, Jeremy Weber and Deb Geiger, Human Resources & Safety Coordinator.

1. The meeting was called to order at 5:15 p.m.
2. Public input of items germane to the Personnel Committee as authorized by Section 19.84(2) of the Wisconsin Statutes. There was no public input.
3. Discussion regarding Rahr-West Art Museum vacancies. Amy Fricke-Weigel, Rahr-West Art Museum (RWAM) Board President presented information regarding the staffing at the museum. It was noted the Director and Education Manager positions are currently vacant. Retirement of the Assistant RWAM Director is anticipated during 2011. It was determined the Director position should be filled by an individual with business, art, management experience. Mayor Nickels indicated the RWAM Director position has been funded for six months during 2011. It was recommended the request to fill the Director vacancy be taken to the Common Council.
4. Discussion and possible recommendation regarding adoption of the Cemetery Policy Manual. Derek Muench, Transit & Cemetery Manager presented the new Cemetery Policy Manual. The policy had previously been reviewed by the Cemetery Foreman and CVMIC, the City's EPL insurance carrier. A motion was made by Alder Olson and was seconded by Alder Schema to recommend approval of the policy. All members present voted in favor of the motion. That vote being 4 – 0.
5. Discussion and possible recommendation regarding adoption of the revised Transit Policy Manual. Derek Muench, Transit & Cemetery Manager presented the revised manual. The manual is a modification to the current Transit Policy Manual and is similar to the Cemetery Policy Manual. The Transit Policy Manual includes the updated Drug and Alcohol Testing Policy for Transit employees. The revised Drug and Alcohol Testing Policy does not allow for a "second chance" in the event of a positive test and includes the direct observation provision as required by the Department of Transportation. A motion was made by Alder Hennessey and was seconded by Alder Olson to recommend approval of the revised policy to the Common Council. All members present voted in favor of the motion. That vote being 4 – 0.
6. Discussion and possible approval of a Fire Department out-of-state travel request for a Deputy Chief to attend an IAFC Executive Edge Conference in Chicago, IL.

Chief Manis and Deputy Chief Blaser presented the request. The cost to the City for the out-of-state travel would be \$1,582.00. Deputy Chief Blaser would absorb some of the additional costs. Mayor Nickels reminded the Committee of his policy regarding out-of-state travel. A motion was made by Alder Schema and was seconded by Alder Olson to approve the request. All members present voted in favor of the motion. That vote being 4 – 0.

7. Discussion and possible recommendation regarding modifications to the Seasonal Hiring Policy. Deb Geiger, Human Resources & Safety Coordinator, presented the requested changes to the policy. It was determined, by consensus, the changes would be made to the policy and presented at the next meeting for final approval.
8. Discussion and possible approval of a Police Department out-of-state travel request for a Lieutenant to attend a New World Executive Customer Conference in San Antonio, Tx. Police Chief Tony Dick and Lieutenant Paul Schermetzler presented the request. The conference would offer information regarding upgrades of the software currently used at the City of Manitowoc Police Department and other area law enforcement agencies. The cost to the City would include \$950 for the conference fee, approximately \$300 for round trip airfare and meals. A motion was made by Alder Olson and was seconded by Alder Schema to approve the request. All members voted in favor of the motion. That vote being 4 – 0.
9. Update on status of Finance Director/Treasurer interview process. Alder Hennessey provided the update. Preliminary telephone interviews would be conducted by available committee members in the coming week. There were four external candidates, one of which withdrew due to another offer of employment. There is one internal candidate. The telephone interviews would be conducted with the external candidates on Wednesday, March 16, 2011, at 5:00 p.m. in the Mayor's office. The Mayor, Alders Hennessey, Olson and Schema will be available for the interviews. Alder Able is tentatively available.
10. Discussion and possible action regarding funding of legal services related to labor relations. Chair Able presented the February invoice. Expenses for January and February totaled approximately \$17,500. \$10,000 had been budget in the Human Resources budget for labor relations purposes. In the absence of a Human Resources Director, the invoices exceeded the budgeted amount. Consideration was given to charge back departments utilizing the services. Alder Olson made a motion to refer the issue to the Finance Committee for funding. The motion was seconded by Alder Schema. Following a discussion, it was determined some of the funds from the vacant position of Confidential Legal Secretary could be used to partially offset the costs. All members present voted in favor of the motion. That vote being 4 – 0.

11. Convene in closed session. At 6:37 p.m. a motion was made by Alder Hennessey and was seconded by Alder Schema to convene in closed session. All members present voted in favor of the motion by a role call vote.

CLOSED SESSION

- a. Discussion regarding tentative agreement reached with the Professional Police Association. Mayor Nickels presented the tentative agreement for 2011-2012 with the bargaining unit. The contract would expire at the same time as the Police Supervisors and Firefighters. The tentative agreement includes a 2% wage increase effective 1/1/2011, 2% wage increase effective 1/1/2012, elimination of the \$22.00 per month dental premium contribution, removal of the Education Credit provision for future employees, removal of the Maternity Leave provision, a change to the call in procedure, and change to the Health, Dental, Vision and Wellness Plan effective April 1,2011.

Alder Olson left the meeting at 6:48 p.m.

- b. Discussion regarding grievance #11-180 filed by the Professional Police Association. Ed Vander Bloomen, WPPA Business Agent presented on behalf of the union. Chief Dick presented on behalf of management. Both the union and management were excused during discussions.

12. Reconvene in Open Session. At 7:25 p.m. Alder Hennessey made a motion to reconvene in Open Session. The motion was seconded by Alder Schema. All members present voted in favor of the motion by role call vote.

OPEN SESSION

13. Possible action regarding the tentative agreement reached with the Professional Police Association. A motion was made by Alder Hennessey and was seconded by Alder Schema to recommend approval of the tentative agreement with the Professional Police Association. All members present voted in favor of the motion. That vote being 3 – 0.
14. Discussion and possible action regarding grievance #11-180 filed by the Professional Police Association. A motion was made by Alder Hennessey and was seconded by Alder Able to deny the grievance. Alders Hennessey and Able voted in favor of the motion and Alder Schema was opposed. That vote being 2 – 1.
15. Schedule next Personnel Committee meeting. The next meeting was scheduled for Wednesday, April 13, 2011, at 5:00 p.m.

16. Adjourn. A motion was made by Alder Able to adjourn the meeting. The motion was seconded by Alder Schema. All members present voted in favor of adjournment. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Debra Geiger
Human Resources & Safety Coordinator