

PERSONNEL COMMITTEE MINUTES

Monday, April 13, 2011

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on April 13, 2011 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons Hennessey, McMeans and Schema. Others present were Denise Larson, Police Chief Tony Dick, Val Mellon, Juliana Ruenzel and Debra Geiger, HR & Safety Coordinator.

1. The meeting was called to order at 5:00 p.m.
2. Public Input. None.
3. Approval of previous Personnel Committee minutes. Item referred to the next meeting.
4. Discussion and possible recommendation regarding adoption of the revised Seasonal Hiring Policy. Deb Geiger presented final modifications to the seasonal hiring policy. A motion was made by Alder Hennessey and was seconded by Alder Schema to recommend adoption of the revised Seasonal Hiring Policy to the Common Council. All members voted in favor of the motion. That vote being 4-0.
5. Discussion and possible recommendation regarding hiring of a supervisor's adult child for seasonal employment. Denise Larson presented the request. The employee in question would be a seasonal employee who is the adult child of a department head. The seasonal employee has worked for the City for the previous 5-6 seasons. A motion was made by Alder Hennessey and was seconded by Alder McMeans to recommend approval to the Common Council for the hiring of a supervisor's adult relation for seasonal employment. All members present voted in favor of the motion. That vote being 4-0.
6. Discussion and possible approval of vacation carry-over request by a Department of Public Works employee. Deb Geiger presented the request. In anticipation of the pending layoffs which were to be effective 4/1/11, the employee elected not to use his vacation since it would have been paid out when the lay off occurred. The layoff was subsequently deferred to 5/1/11, and the employee's anniversary date passed without him taking the vacation time off. A motion was made by Alder Hennessey to approve the 42 hours of vacation carry-over which will be required to be used within the following 60 days. Alder Able seconded the motion. All members present voted in favor of the motion. That vote being 4-0.
7. Discussion and possible approval of a request by the Police Chief to fill three vacant positions. Chief Dick presented the request to fill the three vacant sworn

officer positions. He indicated Public Property and Safety had previously approved this request. A motion was made by Alder Hennessey and was seconded by Alder Schema to approve filling the three sworn officer positions at the Police Department. All members present voted in favor of the motion. That vote being 4-0.

Alder Olson arrived at 5:20 p.m.

Convene in Closed Session

8. A motion was made by Alder Hennessey to convene in closed session. Alder Olson seconded the motion. All members voted in favor by roll call vote. The Committee convened in closed session at 5:21 p.m.
 - a) Discussion regarding request by a Department of Public Works employee for an unpaid leave of absence.

*****Redacted – Closed Session*****

- b) Discussion regarding the job performance qualifications and compensation of a current City employee for the possible transfer of the employee into the Confidential Legal Secretary position.

***** Redacted – Closed Session *****

Reconvene in Open Session

9. A motion was made by Alder Hennessey to reconvene in open session. The motion was seconded by Alder Olson. All members voted by roll call vote to reconvene in open session. The Committee reconvened in open session at 5:45 p.m.
10. Possible action regarding request by a Department of Public Works employee for an unpaid medical leave of absence. Alder McMeans made a motion to approve the unpaid leave of absence request through May 1, 2011, provided the employee is medically able to return to duty without restrictions. Alder Olson seconded the motion. All members voted in favor of the motion. That vote being 5-0.
11. Discussion and possible recommendation regarding filling the position of Confidential Legal Secretary and the handling of the subsequent vacancy. Alder McMeans made a motion to recommend to the Committee of the Whole the hiring of Jane Rhode for the position of Confidential Legal Secretary at a rate of \$22.64 per hour, and to fill the position Rhode will vacate. Alder Hennessey seconded the motion. All members voted in favor of the motion. That vote being 5-0.
12. Schedule the next Personnel Committee meeting. It was agreed by consensus the next regular meeting would be held on May 9, 2011 at 5:15 p.m.

13. Adjourn. Alder Olson made a motion which was seconded by Alder Schema to adjourn the meeting. The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Debra Geiger
Human Resources & Safety Coordinator