

## PERSONNEL COMMITTEE MINUTES

**Thursday, September 1, 2011**

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on September 1, 2011 at 8:00 a.m. Members present were Chair Chris Able, Alderpersons McMeans, Hennessey and Schema. Others present were Mayor Nickels, Dave Less, Val Mellon, and Deb Geiger, HR & Safety Coordinator.

1. The meeting was called to order at 8:00 a.m.
2. Discussion regarding development of the Employee Policy Manual. Geiger provided the Committee with the changes from the previous meeting incorporated into the draft document. Through discussions, further changes were made and will be incorporated into the next draft version prior to the next meeting for further discussion.

### Convene in Closed Session

A motion was made by Alder Hennessey and was seconded by Alder Schema to convene in closed session. McMeans, Schema, Hennessey and Able voted in favor by roll call vote to convene in closed session. Alder Thennes was absent. The Committee convened in closed session at 9:48 a.m.

3. Discussion regarding hiring of Human Resources Director/Risk Manager. A discussion ensued.

### Reconvene in Open Session

A motion was made by Alder Hennessey to reconvene in open session. The motion was seconded by Alder McMeans. All members voted by roll call vote to reconvene in open session. The Committee reconvened in open session at 9:53 a.m.

4. Adjourn. The meeting was adjourned at 9:54 a.m.

Respectfully submitted,

Debra Geiger  
Human Resources & Safety Coordinator