

PERSONNEL COMMITTEE MINUTES

Monday, October 10, 2011

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on October 10, 2011 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons McMeans, Hennessey, Braunel and Schema. Others present were Val Mellon, Tony Dick, Bridget Brennan, Denise Larson, Ed Vander Bloomen, Brian Swetlik, Randy Vogel, Jeremy Weber and Deb Geiger, HR & Safety Coordinator.

1. The meeting was called to order at 5:15 p.m.
2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meetings. Alder Hennessey made a motion to approve the minutes as drafted for the meetings of September 12 and September 27, 2011. Alder McMeans seconded the motion. All members present voted in favor of the motion. That vote being 5-0.
4. Update on expenses regarding legal counsel for union negotiations. Deb Geiger presented the September 2011 invoice along with a year-to-date accounting of expenses. No action was taken.
5. Discussion and possible action regarding previous vacation carry-over request for the Recreation and Senior Center Manager. Deb Geiger advised the Committee of an error in recordkeeping which needed to be corrected before the vacation carry-over could be effectuated. No action was necessary.
6. Discussion and possible action regarding the Aquatic Center Policy Manual. Alder Able made a motion to place this item on file. Alder McMeans seconded the motion. All members voted in favor of the motion. That vote being 5-0.
7. Discussion and possible action regarding Resolution 11-319 to adjust job titles for Business Manager of Dept. of Public Works, Fleet Manager and Administrative Assistant to Director. Alder Hennessey made a motion to table for future possible action at any Committee member's request. Alder Braunel seconded the motion. All members voted in favor of the motion. That vote being 5-0.
8. Discussion regarding Police Department grievance numbers 11-543 and 11-544 relating to overtime. Ed Vander Bloom, WPPA Business Agent, presented on behalf of the union.

Alder Olson arrived at 5:28 p.m.

Tony Dick, Police Chief, presented on behalf of management.

Convene in Closed Session

A motion was made by Alder McMeans and was seconded by Alder Hennessey to convene in closed session. Hennessey, Braunel, Schema, McMeans and Able voted in favor by roll call vote to convene in closed session. The Committee convened in closed session at 6:00 p.m.

9. Discussion regarding Police Department grievance numbers 11-543 and 11-544 relating to overtime.
10. Discussion regarding acting pay during the vacancy in the position of Director of Human Resources/Risk Manager.

Reconvene in Open Session

A motion was made by Alder Schema to reconvene in open session. The motion was seconded by Alder Hennessey. All members voted by roll call vote to reconvene in open session. The Committee reconvened in open session at 6:25 p.m.

11. Discussion and possible action regarding Police Department grievance numbers 11-543 and 11-544. A motion was made by Alder Hennessey to deny both grievances. Alder Schema seconded the motion. All members voted in favor of the motion. That vote being 5-0.
12. Discussion and possible action regarding acting pay during the vacancy in the position of Director of Human Resources/Risk Manager. Alder McMeans made a motion to table the request. Alder Schema seconded the motion. All members voted in favor of the motion. That vote being 5-0.
13. Discussion and possible recommendation regarding the Family, Medical and Military Leave Policy. Deb Geiger presented a draft for consideration prior to the meeting. Alder McMeans made a motion which Alder Schema seconded to recommend approval of the Family, Medical and Military Leave Policy to the Common Council. All members present voted in favor of the motion. That vote being 5-0.
14. Schedule the next regular Personnel Committee meeting. It was agreed by consensus the next regular meeting would be held on November 14, 2011 at 5:15 p.m.
15. Schedule next Personnel Committee meeting related to the Employee Policy Manual. It was agreed by consensus the meeting would take place on Tuesday, November 1, 2011 at 5:00 p.m.

16. Adjourn. A motion was made by Alder Hennessey and was seconded by Alder Braunel to adjourn the meeting. All members voted in favor of the motion. That vote being 5-0. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Debra Geiger
Human Resources & Safety Coordinator