

PERSONNEL COMMITTEE MINUTES

Monday, March 12, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on March 12, 2012 at 5:18 p.m. Members present were Chair Chris Able, Alderpersons Schema, Hennessey and McMeans. Others present were Alder Soeldner, Val Mellon, Dave Less, Jennifer Hudon, Jim Muenzenmeyer, Tony Dick, Rick Schwarz, Denise Larson, Randy Junk, Todd Blaser, Gregg Kadow, Sonja Birr, Lisa Kuehn, Jane Rhode, Confidential Legal Secretary and Deb Geiger, Director of Human Resources/Risk Manager.

1. The meeting was called to order at 5:18 p.m. by Chair Chris Able.
2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meetings. (January 9, January 30, February 13 and February 27, 2012) Alder Hennessey made a motion to approve the minutes as drafted for the meetings of January 9, January 30, February 13 and February 27, 2012. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 4-0.

Tony Dick left at 5:25 p.m.

4. Update on legal expenses billed through Human Resources. Deb Geiger updated the Committee on the favorable balance to-date and that and legal expenses from pending grievances will be charged back to the affected departments.
5. Update on health plan funding. Deb Geiger briefed the Committee on January and February, 2012 reports. Alder Hennessey suggested that the balance total should be reviewed monthly and trends be looked at a few days before the next meeting and be sent to the Committee electronically or be presented at meetings.
6. Discussion and possible action on request for out-of-state travel to attend the National Fire Academy by the Deputy Chief of Operations and Fire Protection. Deputy Fire Chief Gregg Kadow explained details of his request to the Committee to attend this two week training from September 25 – October 5, 2012, which focuses on connections not done correctly and sprinkler system inspections, along with the benefits to the City in attending this academy. The National Fire Academy pays for the entire cost, and the only departmental cost involves a \$234.48 meal ticket. Fire Chief Manis has approved this out-of-state travel request. Alder McMeans suggested that information prior to the meeting would have been helpful as has been provided in the past and discussion ensued with the benefits to the City. No departmental overtime costs will be involved with his absence. A motion was made by Alder Hennessey and seconded by Alder Schema to approve the out-of-state travel request. That vote being 4-0.

7. Discussion and possible action on request by the City Planner for out-of-state travel to attend the 2013 National Brownfield Conference. Dave Less explained to the Committee that 100% of the cost for himself and Paul Braun to attend this three day conference had been allocated in the 2011 EPA Grant funds. Discussion ensued of the impact on the partial office coverage with both employees being out of the office for three days. A motion was made by Alder Hennessey and seconded by Alder McMeans to approve the travel request. That vote being 4-0.
8. Update from City Planner on status of RFQ/P (Request for Qualifications/Proposal) and advertising for plumbing inspection services. Dave Less was seeking approval to run the ad for the RFQ's (independent contractor vs. a City employee), with a target date of early April to have made a selection for a candidate. The RFQ's will be sent out tomorrow and placed on the web. Dave Less has contacted 4-5 individuals thus far. When questioned Deb Geiger reported that the cost to run the ad for the plumbing inspector ad was around \$200. Dave Less will report back to the Committee with his findings. No action Committee required.

Dave Less left at 5:34 p.m.

Alder Sladky arrived at 5:35 p.m.

9. Discussion and possible action concerning outside counsel review of Employee Policy Manual. Deb Geiger discussed with Committee having outside legal counsel review the Employee Policy Manual. After discussion it was decided to have the Buelow Vetter Law Firm be hired to review the parameters of the law of the Employee Policy Manual, not to exceed two (2) hours, with the cost not to exceed \$500. A motion was made by Alder Hennessey and seconded by Alder Schema to authorize outside legal counsel to review the final approved Employee Policy Manual after it has been accepted by the Common Council. That vote being 4-0.
10. Discussion and possible action regarding a request by the Director of Public Works/City Engineer/Director of Parks and Recreation to fill the vacated position of Administrative Assistant and any subsequent vacancies she may have in her department as a result of filling the vacant Administrative Assistant position. A lengthy discussion followed Val Mellon's explanation that her present AA will be leaving the department to work in the City Clerk's office and explained why the AA position has become more of a "project management" type of job in need of clerical assistance of a half-time position, and reported various savings found in her budget to fund this half-time position. Committee discussed the concept of the Oversight Committee reviewing this request first, as this is a restructure to the newly restructured department, and it was suggested that the Streets and Sanitation Committee and the entire Council could discuss this at recess at next Monday's Common Council meeting. Alder Able advised that they will wait to hear from Alder Soeldner, Chair of the Streets and Sanitation Committee, on the

Committee's recommendation.

11. Discussion and possible approval to hire a qualified seasonal employee for pool maintenance at a rate not specified in the Seasonal Hiring Policy. Jim Muenzenmeyer sought approval to hire a qualified person for the intensive maintenance of the pool from May 1 through September 30, 2012, at the budgeted rate of \$15.00/hour, which exceeds the allowed rate of pay under the seasonal hiring policy rate. This individual needs to be a high degree certified pool operator as well as being certified in confined space entrance. This particular individual is a retired City employee and would "waive out" of the WRS and would not be eligible for WRS benefits by signing a related document stating so. A motion was made by Alder McMeans and seconded by Alder Schema to approve the hiring of this individual at the budgeted rate of \$15.00/hour as long as the individual "waives out" of the WRS. That vote being 4-0.
12. Discussion and possible approval of request to hire two engineering students through the Lincoln High School Youth Apprenticeship Program. Val Mellon requested approval to hire two youth apprenticeship students from Lincoln High School. She had met with Manitowoc Public School District personnel who have recommended two students for this program, but the students are not 18, as currently required by the City's seasonal hiring policy for this type of work. The school district recommends a minimum age of 16 for this program. Committee discussed age requirements for certain positions for seasonal work and the actual work that these individuals would all be involved in. A motion was made by Alder Hennessey and seconded by Alder McMeans to approve the hiring of two specific high school students who are at the minimum age of 16 and to execute the necessary paperwork. It was further moved to change the job description of said position to a minimum age requirement of 16, along with the requirement that they are attending high school. That vote being 4-0.
13. Discussion and possible approval of position description for Summer Maintenance Personnel in the Engineering Department. A motion was made by Alder Hennessey and seconded by Alder McMeans to approve only the job description. That vote being 4-0.
14. Discussion and possible approval of request by the Fire Chief to hire two new firefighter/paramedics. Deputy Fire Chief Todd Blaser discussed with the Committee the hiring of two new firefighters/paramedics with projected \$472,000 in savings and which hiring will reduce overtime costs along with other steps taken to cut expenses. Deb Geiger explained that the department's current manpower total and that minimum staffing language was eliminated in the last contract. These two new hires would start April 1st and expect to be trained by June which will help during vacation time. These two new hire positions have previously been approved by the Police and Fire Commission, the Committee's approval encompasses the funding for the positions. A motion was made by Alder Able and seconded by Alder Schema to approve the hiring of two new firefighter/paramedics in an effort to provide the best public safety while staying within the Fire Department's budget, and moving forward with clarification of the

staffing numbers. That vote being 4-0.

15. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, April 9, 2012 at 5:15 p.m. Committee briefly discussed the possibility of meeting at recess at the next Common Council meeting to discuss Val Mellon's request and moving up an employment interview to 4:30 p.m. on Monday, March 19th due to the Committee of the Whole meeting at 6:00 p.m.
16. Adjourn. A motion was made by Alder Schema and seconded by Alder Hennessey to adjourn. All members present voted in favor of adjournment. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary