

## PERSONNEL COMMITTEE MINUTES

**Monday, April 9, 2012**

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on April 9, 2012 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons Schema, Hennessey and McMeans. Others present were Mayor Nickels, Dave Less, Bill Manis, Brian Helminger, Randy Junk, Rick Schwarz, Alders Dave Soeldner and Jason Sladky, Charlie Matthews, Pete Dombrowski, Scott Krause, Scott Schneider, Jane Rhode, Confidential Legal Secretary and Deb Geiger, Director of Human Resources/Risk Manager. Alder Collin Braunel was absent.

1. The meeting was called to order at 5:16 p.m. by Chair Chris Able.
2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meeting. (March 12, 2012) Alder McMeans made a motion to approve the minutes as drafted for the meeting of March 12, 2012. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 4-0.
4. Update on legal expenses billed through Human Resources. Deb Geiger distributed and it was discussed that the billings for the month of March are segregated by departments and that departmental budgets will have a professional service line reflecting same.
5. Update on health plan funding Deb Geiger reported that she does not have any numbers available to-date but will at next month's meeting.

Val Mellon arrived at 5:20 p.m.

6. Discussion and possible action to hire and fill the position to provide plumbing inspection services. Dave Less reported that he has received no responses for the "contract option" for this position, and has received six applications "for hire". He is looking for permission to contact the top three master plumber applicants for an interview and the ultimately hire the most qualified applicant, without having to come back for Committee approval. A motion was made by Alder Hennessey and seconded by Alder Schema recommending approval to interview the top three candidates and to hire the most qualified applicant. That vote being 4-0. A brief discussion followed relative to the certification process for master plumbers.

Tony Dick arrived at 5:23 p.m.

Dave Less and Jason Sladky left at 5:24 p.m.

7. Discussion and possible action regarding Employee Policy Manual contents. Deb Geiger advised that Attorney Susan Love from the Buelow Vetter firm has completed her review of the Employee Policy Manual and has recommended some technical (not operational) changes to the document. Deb Geiger will incorporate the changes into the manual and bring same back to Committee for review.

Deb Geiger advised that the implementation of the 30 minute unpaid lunch for 2<sup>nd</sup> and 3<sup>rd</sup> shift, one person manned employees at the WWTF has raised concern, as well as how Holiday Pay will be handled. Brian Helminger addressed the issues.

Efficiencies of the 20 minute paid lunch need to be reconsidered and it was brought out that this issue, along with Streets and Parks departments efficiency concerns and restrictions on using City vehicles, deserves a larger conversation and should be handled by the Committee of the Whole. Moved by Alder Hennessey and seconded by Alder McMeans to allow all shifts of the WWTF to have a 20 minute paid lunch. Discussion followed relative to the 20 minute paid lunch as well as holiday pay for WWTF employees. Alder Hennessey amended her motion to clarify that WWTF employees working a shift as the only person on the shift will be paid a 20 minute paid lunch. Alder McMeans seconded this amended motion. That vote being 4-0.

Alder Sladky returned during this discussion.

Brian Helminger briefly summarized the holiday pay history where employees who were scheduled to work on a holiday received their holiday pay plus time-and-a-half pay. Discussion followed of different ways holiday pay compensation could be handled depending if employees work on a scheduled or non-scheduled day. It was brought out that WWTF employees are fully aware of the different shift work schedule when they are hired. Moved by Alder Hennessey and seconded by Alder McMeans to authorize double time be paid to those WWTF employees working on a rotation shift that falls on a holiday. That vote being 3-1 with Alder Schema voting nay. Motion carried and the amendment will need to be brought to Council for approval.

8. Discussion and possible action regarding the September 30, 2012 deadline for PTO bank balances. After discussion Committee agreed to revisit this matter and authorized Deb Geiger to request department heads to have information ready for the next meeting in May as to where their employees are at with their balances.
9. Discussion and possible recommendation regarding Police and Fire Chiefs' and Deputies' participation in the City's new health plan. Bill Manis and Tony Dick both addressed their concerns about department compression issues within management and union employees, wage comparisons and the importance of the City being able to attract good

employees. Committee discussed compression issues, performance based compensation for employees and the current budget shortfall. Moved by Alder Schema and seconded by Alder Able to allow Police and Firesalaried employees to remain on their current health plan the same as their union employees, as long as they keep it within their budgets. Discussion followed. Alders Schema and Able voted aye and Alders Hennessey and McMeans voted nay. That vote being 2-2. Motion failed with the tie and it will not be referred to the Common Council.

Bill Manis and Charlie Matthews left at 6:22 p.m.

10. Discussion and possible recommendation regarding request to fill up to 3 police officer positions as vacancies occur during 2012. After a brief report from Tony Dick explaining the request, which has been approved by the Public Property and Safety Committee, it was moved by Alder Schema and seconded by Alder McMeans to approve the request. That vote being 4-0.
11. Discussion and possible recommendation regarding Wastewater Treatment Facility paid internship at a rate of \$10.00 per hour. Brian Helminger explained to the Committee that this internship has been budgeted for and the need at this time for this unique skilled internship position. He further advised that the Fox Valley Tech unpaid internship never materialized. Moved by Alder Able and seconded by Alder Schema to approve this WWTF internship position at a rate of \$10.00 per hour. That vote being 4-0.
12. Discussion and possible action regarding request by Fire Chief to carry-over unused vacation beyond his anniversary date. Bill Manis briefly explained the need for his request to carry-over 22 hours of his unused vacation. Moved by Alder Hennessey and seconded by Alder Able to approve the request. That vote being 4-0.

Convene in Closed Session

A motion was made by Alder Schema and seconded by Alder Hennessey to convene in closed session. All members voted by roll call vote in favor to convene in closed session. That vote being 4-0. The Committee convened in closed session at 6:30 p.m. Mayor Nickels and Alder Sladky remained present.

13. Discussion and possible action regarding Finance Director/Treasurer applicants.

\*\*\*\*\*Redacted – Closed Session\*\*\*\*\*

Reconvene in Open Session

A motion was made by Alder Able and seconded by Alder McMeans to reconvene in open session. All members voted by roll call vote in favor to reconvene in open session. The Committee reconvened in open session at 7:05 p.m.

14. Discussion and possible action regarding Finance Director/Treasurer applicants. No discussion or action was taken.
15. Schedule next meeting. It was agreed by consensus to schedule the next regular meeting on Monday, May 14, 2012 at 5:15 p.m.
16. Adjourn. The meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Jane Rhode  
Confidential Legal Secretary