

PERSONNEL COMMITTEE MINUTES
(Redacted)

Monday, May 14, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on May 14, 2012 at 5:18 p.m. Members present were Chair Chris Able, Alderpersons McMeans and Sitkiewitz. Others present were Mayor Justin Nickels, Val Mellon, Paul Braun, Jim Muenzenmeyer, Denise Larson, Gary Heim, Charlie Mathews, 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.

Chair Chris Able reported that agenda items #3 (not available yet) and #13 (already adopted by Council) will not be addressed tonight, and welcomed back AlderSitkiewitz to Personnel.

2. Public Input. None.

Alder Hennessey arrived at 5:19 p.m.

3. Update on legal expenses billed through Human Resources. No action.
4. Update on health plan funding. Deb Geiger reported on activity through April, 2012 and advised that retirees and COBRA members are now entirely funding their own claims. Discussion followed.
5. Discussion and possible action regarding Employee Policy Manual contents. Deb Geiger explained that Attorney Susan Love recommended various amendments be made to the Employee Policy Manual, and that an updated Employee Policy Manual be referred to the Common Council at the next meeting. Moved by Alder Hennessey and seconded by Alder McMeans to approve the recommended changes. That vote being 5-0.

Alder Schema arrived during the above discussion at 5:21 p.m.

6. Discussion and possible action regarding the September 30, 2012 deadline for PTO bank balances. Deb Geiger explained the need for employees to get within 115% of their PTO balances by September and that Payroll monitors all balances. After discussion it was brought out that the Committee still can grant extensions on a case-by-case basis and it was suggested that reminder emails be sent out to managers once a month to monitor their own balances. Discussion followed with Gary Heim relative to the ability of employees' to access their balance information and that he will customize the Employee Portal for PTO balance review by employees. It was agreed that this matter be placed on July's Personnel Committee agenda to revisit same.

7. Discussion and possible action regarding seasonal hiring of relatives of supervisory/management employees and elected officials. Committee discussed the hiring of Taylor Albright at the Aquatic Center (Denise Larson's niece) and Amanda Satori at the Zoo (Alder Schema's niece) and who they would be reporting to. It was agreed that there would not be any conflict given the scope of their employment and supervision. Moved by Alder Hennessey and seconded by Alder Sitkiewitz to recommend to the Common Council approval of the hiring of Taylor Albright and Amanda Satori. That vote being 4-0-1 with Alder Schema abstaining.

Jim Muenzenmeyer and Denise Larson left at 5:34 p.m.

8. Discussion and possible action on request to hire a temporary employee for approximately 12 hours of work at a rate not specified in the Seasonal Hiring Policy, as having been approved by the Streets and Sanitation Oversight Committee on April 23, 2012. Val Mellon and Gary Heim explained to the Committee the need for the Engineering Department to have retired employee Steve Kipping work to transfer his knowledge with the department's sidewalk and sewer records. Committee members discussed budgetary concerns and scope of work of this temporary hire. Gary Heim advised the Committee that MPU's IT budget has funded this type of transfer of knowledge of retirees in the past and that Daryl Kliment would need to work with Steve Kipping, as Steve originally designed the three different databases. Moved by Alder Hennessey and seconded by Alder Schema to approve the hiring of Steve Kipping on a consultation basis for a period 7-10 hours at a rate not to exceed his last salary. That vote being 5-0.

Gary Heim left at 5:48 p.m.

9. Discussion and possible action on travel request for Associate Planner to attend a Web Administrator Program in Illinois. Paul Braun explained to the Committee the need for Associate Planner and CivicPlus Webmaster Michelle Yanda to attend this one day training in Libertyville, which involves no fee except the use of a vehicle. Moved by Alder McMeans and seconded by Alder Sitkiewitz to approve the conference request. That vote being 5-0.

Paul Braun left at 5:50 p.m.

10. Discussion and possible action on Resolution (11-556) to revise position description and to fill the vacant position of Parks Worker II. Committee briefly discussed and it was moved by Alder McMeans and seconded by Alder Hennessey to place on file. That vote being 5-0.
11. Discussion and possible action on Resolution (11-319) to adjust job titles for Business Manager of Dept. of Public Works, Fleet Manager and Administrative Assistant to Director. Committee discussed and agreed to wait and see how everything is working out and will be revisited in the fall. Motion by Alder Schema and seconded by Alder Sitkiewitz to place on file. That vote being 5-0.

CONVENE IN CLOSED SESSION

A motion was made by Alder McMeans and seconded by Alder Schema to convene in closed session. All members voted by roll call vote in favor to convene in closed session. That vote being 5-0. The Committee convened in closed session at 5:55 p.m.

12. Discussion and possible action regarding Fire Supervisors contract negotiations.

*****Redacted ~ Closed Session*****

RECONVENE IN OPEN SESSION

A motion was made by Alder Schema and seconded by Alder Sitkiewitz to reconvene in open session. All members voted by roll call vote in favor to reconvene in open session. That vote being 5-0. The Committee reconvened in open session at 6:04 p.m.

13. Discussion and possible action regarding Fire Supervisors contract negotiations.
No action taken.

14. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, June 11, 2012 at 5:15 p.m.

15. Adjourn. A motion was made by Alder Schema and seconded by Alder Sitkiewitz to adjourn. All members present voted in favor of adjournment. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary