

PERSONNEL COMMITTEE MINUTES

Monday, July 9, 2012

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on July 9, 2012 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons Hennessey, McMeans and Sitkiewitz. Others present were Mayor Justin Nickels, Tony Dick, Tim Herzog, Jane Rhode, Confidential Legal Secretary and Deb Geiger, Director of Human Resources/Risk Manager.

1. The meeting was called to order at 5:16 p.m. by Chair Chris Able.

Alder Able announced that an audio tape of this meeting and all future meetings will be available to the public on the City's website.

2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meeting. (May 14 and June 11, 2012). Moved by Alder Hennessey and seconded by Alder Sitkiewitz to approve the minutes. That vote being 4-0.
4. Update on legal expenses billed through Human Resources. Deb Geiger advised the Committee on expenses.
5. Update on health plan funding. Deb Geiger reported and answered questions relative to reserve balances.
6. Discussion and possible action regarding Seasonal Hiring Policy Manual as it relates to the WRS 600 and 1200 hour limits. Deb Geiger explained this simple modification pertains to and complies with the WRS hour limit for seasonal employees. Moved by Alder Hennessey and seconded by Alder Sitkiewitz to approve the revised Seasonal Hiring Policy Manual. That vote being 5-0.

Alder Schema arrived during the above discussion at 5:19 p.m.

Todd Blaser and Bill Manis arrived at 5:20 p.m.

7. Discussion and possible recommendation regarding revised Fire Department position descriptions for Battalion Chief, Captain, Lieutenant, Motor Pump Operator and Firefighter/Paramedic. Bill Manis discussed with the Committee the proposed revised job descriptions, which better reflect what is actually done in his department at this time. It was moved by Alder McMeans to approve the job descriptions. Motion was seconded by Alder Hennessey for the sake of discussion. Committee questioned what actual changes were made to each position description, and Bill Manis advised that there was no redline available showing the revisions to the descriptions. Deb Geiger reported that she has not yet been able to review the revised position descriptions. At the request of the

Committee, Bill Manis will present the revised job descriptions back to the Committee with outlines of what revisions were made. Deb Geiger will review the revised position descriptions for compliance and contractual reasons, and then submit them back to the Committee for recommendation. Alder McMeans withdrew his motion and the matter was tabled.

8. Discussion of use of PTO/Comp time for exempt employees. Alder Able briefly explained the reason for this agenda item. Mayor Nickels explained to the Committee the history of the policy with department heads and managers recording actual hours worked, his elimination of comp time for department heads and managers and as a result his requirements for managers use of PTO time when taking off. Committee questioned the level of oversight and discussed fairness, flexibility, accountability, trust and expectations at the managerial level, unless there are performance issues with any department heads. Deb Geiger shared a personal experience with hours worked and having to use PTO time. Committee suggested the Mayor be clearer with his requests and expectations of the department heads.
9. Discussion and possible recommendation regarding the rate of pay for the DPW Electrician/Electrical Inspector position. Mayor Nickels reported that the two different pay rates for these two positions were budgeted for and approved by the Ad Hoc Committee, and that due to an oversight the employee with the two different positions is currently being paid at the lower rate of \$28.44 for all hours worked. Committee discussed. Moved by Alder Hennessey and seconded by Alder Schema to correct the discrepancy and approve increasing the rate of pay for the Electrical Inspector position to \$31.71 per hour, as previously approved in the budget process, to be paid the next payroll forward. That vote being 5-0.
10. Discussion and possible action regarding creation of Evidence Room Clerk position at the Police Department, with position description and rate of pay. Tony Dick explained his request along with the history of the level of responsibility with this position in comparison to the Court Evidence Clerk position, and that he is looking to set a pay rate and authorization to fill this previously approved position by the Public Property and Safety Committee. Moved by Alder McMeans and seconded by Alder Schema to approve and to fill the Evidence Room Clerk position at the rate of pay of \$21.35 per hour. That vote being 5-0.
11. Communication (12-422) from Building Inspector Richard Schwarz, requesting permission to allow volunteer assistance in his department from retired Director of Building Inspection Larry Maloney. Alder Hennessey questioned the volunteer process and it was reported that volunteers need to sign a Waiver before they begin. Moved by Alder Hennessey and seconded by Alder Sitkiewitz to approve the additional volunteer assistance from Larry Maloney in the Building Inspection Department. That vote being 5-0. Moved by Alder McMeans and seconded by Alder Schema to place this letter on file. That vote being 5-0.

Tim Herzog, Tony Dick, Bill Manis and Todd Blaser were excused at this time.

CONVENE IN CLOSED SESSION

A motion was made by Alder Hennessey and seconded by Alder Sitkiewitz to convene in closed session. All members present voted by roll call vote in favor to convene in closed session. That vote being 5-0. The Committee convened in closed session at 6:02 p.m.

12. Discussion and possible action relative to labor negotiations for DPW, Transit, Police Patrol, Fire Supervisors and Police Supervisors.

The specific subject matter to be considered in closed session is number 12 noted above.

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

RECONVENE IN OPEN SESSION

A motion was made by Alder Hennessey and seconded by Alder Schema 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 6:16 p.m.

13. Schedule next meeting. The next regularly scheduled Personnel Committee meeting will be Monday, August 13, 2012 at 5:15 p.m.
18. Adjourn. The meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Jane Rhode
Confidential Legal Secretary

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