

**PUBLIC NOTICE OF A MEETING OF THE  
PERSONNEL COMMITTEE OF THE CITY OF MANITOWOC**

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **PERSONNEL COMMITTEE** of the City of Manitowoc will be held on **Monday, August 13, 2012 at 5:15 o'clock P.M.** at City Hall, Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin.

As of the date of this notice, the subject matter known to be intended for consideration at the meeting is as follows:

1. Call meeting to order.
2. Public input.

CONVENE IN CLOSED SESSION

3. Input from Battalion Chief on negotiating process and possible discussion by Committee.

Notice is hereby given that the above governmental body will adjourn into a closed session during the meeting as authorized by Section 19.85(1)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The specific subject matter to be considered in closed session is number 3 noted above.

RECONVENE IN OPEN SESSION

4. Discussion and possible approval of minutes of previous Personnel Committee meeting. (July 9, 2012)
5. Update on legal expenses billed through Human Resources.
6. Update on health plan funding.
7. Discussion and possible action regarding the September 30, 2012 deadline for PTO bank balances.
8. Discussion and possible recommendation by the Personnel Committee of minimum staffing levels for City departments.
9. Discussion and possible recommendation regarding filling of the Human Resources/Risk Manager position.
10. Discussion and possible action regarding revised job descriptions/exemption status for the Deputy City Planner, Associate Planner and Building Inspector.
11. Discussion and possible action regarding pay rate for Electrical Inspector.
12. Discussion and possible action regarding request from Police Chief to send a new Police Liason Officer to an out-of-state, two week DARE training session in September, 2012.
13. Discussion and possible recommendation regarding updates to the Employee Policy Manual to include Fire Battalion Chiefs who work 24 hour shifts.
14. Discussion and possible recommendation regarding revised Fire Department

position descriptions for Battalion Chief, Captain, Lieutenant, Motor Pump Operator and Firefighter/Paramedic.

15. Discussion and possible action regarding request from Fire Chief Bill Manis to allow volunteer assistance (Mentorship) from a college graduate to complete administration studies and duties.
16. Discussion and possible recommendation regarding incomplete 2006 and 2010 Flexible Spending Accounts (compliance related to HIPAA, USERRA, WFTRA and BAA.)

CONVENE IN CLOSED SESSION

17. Discussion and possible action regarding seasonal hiring policy violation.

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The specific subject matter to be considered in closed session is number 17 noted above.

RECONVENE IN OPEN SESSION

18. Schedule next meeting.
19. Adjourn.

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 686-6950, or TDD 686-6552.

Dated this \_\_\_\_\_ day of August, 2012.

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Personnel Committee Chairperson

**POSTED:**

Bulletin Board – \_\_\_\_\_ 2012 – Clerk's Office

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