

## PERSONNEL COMMITTEE MINUTES

Monday February 11<sup>th</sup>, 2013

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on January 14<sup>th</sup>, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice-Chair Alder Hennessey, Alderpersons Scott McMeans, Al Schema and Eric Sitkiewitz. Others present were Jeri Johnson, Todd Blaser, Rob Barbier, Tony Dick, and Jim Muenzenmeyer

1. Meeting was called to order at 5:15 p.m. by Chair Chris Able.
2. Alder Able announced that an audio tape of this meeting would be available to the public on the City's website.
3. Public Input: None.
4. Discussion and possible approval of minutes of previous Personnel committee meetings (December 5<sup>th</sup>, 2012 and January 14<sup>th</sup>, 2013). Moved by Alder McMeans and second by Alder Sitkiewitz to approve minutes. That vote being 5 - 0.
5. Update on legal expenses billed through Human Resources. Alder Able reported.
6. Update on Health Plan Funding. Jeri Johnson reported out that 2012 finished out 3.7% favorably. The retiree group finished 5.5% unfavorable. The rates for retirees will increase by 5% in 2013 for retirees, no increase for active employees for 2013. The January 2013 YTD reflects 35.5% unfavorable due to unprocessed claims from 2012. The next couple of months will also be unfavorable due to more unprocessed claims from 2012 and the planned employee premium holidays.
7. Out of State Travel Request for Fire Department. Fire Department Todd Blaser presented a request for two firefighters/paramedics to attend the FDIC (Fire Department Instructor Conference in Indiana mid-April. Blaser discussed the benefit and value to the Fire Department and the City in sending these two individuals. Between the two individuals, they will be receiving a total of 16 hours of different training that would be brought back to the City. The total estimated cost for both individuals to attend would be \$1600. Blaser stated this training is viewed as development for the firefighter/paramedics. This training had been budgeted for. Alder Hennessey inquired on sharing of knowledge upon return from the Conference. Blaser stated there would be a de-briefing on educational materials and knowledge gained, these materials would be shared and incorporated into lesson plans in the current training cycle. Alder Sitkiewitz inquired on how the individuals to be trained were selected. Blaser stated usually the individuals will request the training but sometimes it is requested. They attempt to keep the selection fair. Alder Able moved to approve the out of state travel and training for the two fire fighters/paramedics with a second from Alder Hennessey. The vote being 5-0 in approval.

8. Out of State Travel request from Police Department: Tony Dick and Rob Barbier presented a request and information for two officers who serve as trainers to attend the International Law Enforcement Educators and Trainers Association conference in Chicago. The last time the Police Department had someone in attendance was 2010. This training provided to our two training officers will enhance the training of all officers. Police Department leadership will be involved in providing guidance on topics selected. Alder Sitkiewitz motioned to approve with a second from Alder Schema. Alder McMeans inquired about economical travel to Chicago. Means of travel was discussed. Vote was taken and approved with a vote of 5 – 0.

Alder McMeans inquired on a uniform request for all departments requesting out of state travel/training. Alder Able stated this was in process.

9. Discussion and possible action regarding revised job description for Stormwater Aide Replacement and the filling of such position: Greg Minikel, Interim Director of Public Infrastructure, presented the revised job description for the Stormwater aide/ Engineering tech position. He stated his department feels there is a need for the designing side. This position has been approved “in concept” already by the Streets Committee. Historically, this position established a lot of the permits and now is managing the programs. But there is still a need for a designer. Greg feels the job would be divided about 50/50 between the two positions. Alder Able inquired if the funding was available. Greg discussed this position as being budgeted for prior to the individual leaving this position. Discussion on approving the job description and filling the vacant position. Alder Hennessey inquired on the level of qualifications needed per the job description. Greg felt the job description’s stated qualifications were appropriate. Alder Hennessey moved to approve the job description and move forward with filling the position. Alder Schema seconded.

There was discussion pertaining updating the Personnel Committee on staffing changes from week to week or possibly adding this to the monthly agenda. Jeri Johnson stated this would be no problem.

A vote was taken and the request approved with a 5-0 vote.

There was discussion on resolution creation, starting wage, and moving forward with the interviewing process.

10. Discussion and possible action on the “Transit Policies and Procedure Manual” pertaining to changes to the drug policy. Jim Muenzenmeyer discussed the type of changes made to the manual with the biggest changes being mandated by the DOT. Alder Hennessey moved to approve with a second from Alder McMeans. This request was approved. That vote being 5-0.

#### CONVENE IN CLOSED SESSION

A motion was made by Alder Sitkiewitz to convene in closed session. This was seconded by Alder Hennessey with a 5 – 0. The committee convened in closed session at 5:51 p.m.

11. Update on current bargaining:

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

Alder Schema moved to reconvene back in open session. This motion was seconded by Alder Sitkiewitz, with that vote being 5-0 to approve. The Committee reconvened in open session at 6:08 p.m.

12. Schedule next Personnel Committee Meeting: The next regularly scheduled meeting of the Personnel Committee will be Monday March 11<sup>th</sup>, at 5:15 p.m. in the 2<sup>nd</sup> floor conference room.
13. Motion to Adjourn: Alder Sitkiewitz moved to adjourn which was seconded by Alder Schema. The meeting adjourned.

Respectfully submitted

Jeri Johnson, SPHR  
Human Resources Generalist