

PERSONNEL COMMITTEE MINUTES

Monday April 8th, 2013

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on April 8th, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Co-Chair Alder Hennessey, Alderpersons Scott McMeans, Al Schema and Eric Sitkiewitz, and David Soeldner. Others present were Jeri Johnson, Kathleen McDaniel, Bridget Brennan, Greg Minikel, Mike Stollfus, Charlie Matthews, and Kevin McMeans.

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 (March 11th, 2013). Moved by Alder Hennessey 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. There was no discussion.
6. Update on Health Plan Funding. Mike Stollfus with O'Donahue and Associates reviewed our plan funding year to date. Quarterly Claims paid summary, dental costs, and an illustration of the recent premium holiday was discussed. Alder McMeans and Alder Able inquired on how the plan was looking so far this year. Mike Stollfus responded the plan is looking good year to date.
7. Human Resources Update. Jeri Johnson reviewed current projects of the Human Resources Department. Alder Hennessey requested Council be included on email pertaining to City training. Jeri Johnson confirmed this would be no problem moving forward. Alder Hennessey also discussed a past HR Audit that was performed. Jeri Johnson responded she would check on this and review audit findings.
8. Discussion and possible action regarding filling police officer vacancies. (replacements): Deputy Police Chief Bridget Brennan requested filling police officer vacancies. She stated they have struggled filling the COPS position as the VET requirement was adding some challenges plus they have two approaching retirements. Alder McMeans moved to approve the request with a second from Alder Sitkiewitz. Alder McMeans stated the current staffing practices with the PD were working well and had no concerns. Alder Hennessey clarified this was back filling vacancies. Alder Sitkiewitz clarified filling up to 5 positions had already been approved by the Public Property and Safety Committee. Alder McMeans requested to amend his motion to approve up to what the Public Property and Safety had approved. Alder Sitkiewitz seconded the motion. A vote was taken and the request approved with a 5 – 0 vote. Alder McMeans inquired about the difficulty with filling the COPS grant position. Bridget Brennan responded this candidate was not certified yet, but they could get the grant extended until the candidate is certified.

9. Discussion and possible action regarding out of state travel requested by the Police Chief for the Crime Prevention Sgt to attend Crime Prevention Training, which would be fully funded by healthiest Manitowoc County: Deputy Police Chief Bridget Brennan discussed out of State training for the Crime Prevention Sgt. All costs would be covered except for the employee's wages. This training is offered in New Orleans. The building would concentrate on environmental design for example, buildings, bushes, etc. Alder Able moved to approve the out of state training with a second from Alder McMeans. Vote was taken and approved with a vote of 5 – 0.
10. Discussion and possible action regarding out of state travel requested from the Assistant City Attorney to attend a Teen Court training seminar, fully funded by Manitowoc County's grant funds.: Kathleen McDaniel discussed that there had been a grant created to establish a Teen Court. Kathleen would be one of three participants. The training occurs in Massachusetts. All costs would be covered by the Grant except for wages. Alder Hennessey moved to approve the out of state travel with a second from Alder Schema. Alder McMeans discussed he felt this was a worthy project. Vote was taken and approved with a vote of 5 – 0. Alder Able wanted to verify that out of state travel requests must come to the Personnel Committee. Cost is not a determining factor whether the Personnel Committee hears it or not.
11. Discussion and possible action regarding filling DPW Laborer vacancies due to retirements in 2013. Greg Minikel discussed this at the last Oversight Committee meeting for Streets. Streets has experienced one retirement and has another possible retirement approaching. Alder Sitkiewitz moves to approve with a second from Alder Schema. The vote is 5 – 0.

CONVENE IN CLOSED SESSION

A motion was made by Alder Sitkiewitz to convene in closed session. This was seconded by Alder Schema with a 5 – 0. The time is 5:45 P.M.

****Closed session information redacted****

Alder Sitkiewitz moved to reconvene back in open session. This motion was seconded by Alder Hennessey, with that vote being 5-0 to approve. The Committee reconvened in open session at 6:03 p.m.

The next scheduled meeting will be May 13th, time to be determined (5:00 or 5:15 PM) in the 2nd Floor City Hall Conference room.

12. Motion to Adjourn: Alder Hennessey moved to adjourn which was seconded by Alder McMeans. The meeting adjourned.

Respectfully submitted

Jeri Johnson, SPHR
Human Resources Generalist