

## PERSONNEL COMMITTEE MINUTES

**Monday June 24th, 2013**

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on June 24th, 2013 at 5:15 p.m. Members present were Chair Alder Chris Able, Vice Chair Jill Hennessey, Alderpersons Mike Howe, Al Schema, and Eric Sitkiewitz. Others present were Jeri Johnson, Denise Larson, Police Chief Tony Dick, Karen Dorow, Jim Muenzenmeyer, Dan Koski.

1. Meeting was called to order at 5:15 p.m. by Chair Chris Able. Alder Schema was not present.
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 (May 13<sup>th</sup>, 2013 and June 3<sup>rd</sup>, 2013). There was no discussion. Moved by Alder Sitkiewitz and second by Alder Hennessey to approve minutes. That vote being 4 - 0.
5. Update on legal expenses billed through Human Resources. Alder Able reported.
6. Update on Health Plan Funding. Alder Able reported. Alder Sitkiewitz inquired as to why the RX spend was up. Jeri Johnson will check with Mike Stollfus.
7. Human Resources Update: Jeri Johnson reported. There were no questions or comments.
8. Discussion and possible action regarding the hiring of a Part Time Transit Driver: Position already approved by the Oversight Committee. Alder Hennessey moved to approve hiring a PT Transit Driver with a second from Alder Sitkiewitz. Vote was taken and approved with a vote of 4 – 0.
9. Discussion and possible action regarding updating the City Anti-Harassment, Discrimination, and Retaliation Policy. Jeri Johnson communicated the addition of the retaliation language. Alder Able moves to approve the update with a second from Alder Hennessey. A vote was taken and the request approved with a 4 – 0 vote.
10. Discussion and possible action regarding updating of the Seasonal Employment Policy: **\*\*Alder Schema is now present\*\*** Payroll forms and criminal background checks will now be completed under the oversight of HR and Payroll. The wage table will also be updated adding WWTF Assistant wage. Alder Hennessey moved to approve the update to policy and wage table with a second from Alder Sitkiewitz. That vote being 5-0.

11. Discussion and possible action regarding the update to the Electronic Communications and Information Systems Policy: Jeri Johnson stated the addition to this policy was the Alfresco verbiage. Alder Hennessey moved to approve the policy with a second from Alder Sitkiewitz. That vote being 5-0.
12. Discussion and possible action regarding the 85% starting wage verbiage in the EPM. Employees are being started at 85% and not moved up to 100% after a probationary period. The financial impact of modifying this was reviewed. Alder Hennessey reviewed possible choices on how to rectify the situation. Alder Hennessey felt a 6 month probationary period is a common choice. Alder Able discussed how would the Personnel Committee want to amend it? Alder Able supports 6 month probation as well and did not view this as a way to restructure salaries at the City. Alder Able suggests it is amended to state along the lines of new hire employees would remain at 85% for the first 6 months of employment. There was discussion as to how this fits the budget for wages. Alder Sitkiewitz makes a motion to modify Addendum B of the EPM that new hires will complete a 6 month (180 day) period at 85%. At the end of this probation period, the employee will be bumped to 100%. This was seconded by Alder Hennessey. This motion was approved with a 5 – 0 Vote. There was question as to how it got to this point and how many others could have been affected. Jeri Johnson committed to having a payroll report run for individuals. We would look at verbiage that applied to appropriate new hire positions and then we will move forward with correcting.
13. Discussion and possible action regarding out of state travel for the Police Department: Captain Zimney has been invited to participate in the FBI Police Academy this fall. Chief Tony Dick discussed the limited cost to the city as a round trip air ticket and wages. Alder Hennessey inquired as to coverage in Captain Zimney's absence. Chief Tony discussed the plan and has no overtime concerns. Alder Able commented Captain Zimney was an excellent choice.
14. Discussion of Hiring Freeze Resolution: Alder Able discussed the prior hiring freeze resolution expiration. This is something that is normally approved by a 2/3 vote by Common Council but Alder Able wanted to discuss. Alder Able is not in favor of implementing another hiring freeze. Alder Hennessey felt the hiring freeze works well and felt she didn't want the City to lose ground or send an incorrect impression. Alder Sitkiewitz is also in support of the hiring freeze resolution. Alder Schema voiced he was not in approval. This will be on the agenda for the next Common Council meeting.
15. Discussion and possible action concerning small operating budget for Wellness Steering Team: Jeri Johnson presented that ideally the group will need some funding and is asking for \$1000 from the Health Plan Funding or the contingency fund. Alder Hennessey discussed the ROI could be significant and assist in participation. Alder Hennessey moved we fund the Wellness Steering Team with \$1000 from the Health Care Funding. Alder Sitkiewitz seconded the motion. Alder Sitkiewitz discussed the need to support City Wellness. The motion passed with a 5 – 0 Vote.
16. Discussion and possible action regarding wages for specific positions within the Dept of Public Infrastructure. Dan Koski discussed evening up wages in the Dept of Public Infrastructure as there appears to be some disparity. The positions discussed were Operations Team Leader, Recreation Team Leader, and Operations Assistant. Alder Hennessey handed out a proposal which she had prepared which slightly modified the proposal from the Public Infrastructure Committee. Alder Hennessey discussed her proposal and that there has been some wage savings in the Department in the past year. There was discussion on how we arrived at the current situation. Alder Hennessey moved to accept the salary recommendations from the Public Infrastructure Committee with the adjustment of the Recreation Team Leader being moved to

\$26.50 per hour with a second from Alder Schema. Eric Sitkiewitz recommended the salaries as proposed by the Public Infrastructure Committee. Alder Schema supports the recommendations as this department has experienced a very high degree of change. Alder Able discusses making sure there is parity with like positions. Jeri Johnson agrees that there should be parity with comparable positions considering level of responsibilities and years of experience. Vote was taken and resulted in a 4 – 1 vote with Alder Sitkiewitz voting against.

The next scheduled meeting will be July 8<sup>th</sup>, 5:15 PM in the 2<sup>nd</sup> Floor City Hall Conference room.

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

Respectfully submitted

Jeri Johnson, SPHR  
Human Resources Generalist