

## PERSONNEL COMMITTEE MINUTES

**Monday November 11, 2013**

The Personnel Committee for the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on November 11th, 2013 at 5:15 p.m. Members present were Vice Chair Alder Jill Hennessey, Alderpersons, Eric Sitkiewitz, and Al Schema. Others present were Alder Sladky, Alder McMeans, Steve Corbeille, Debbie Kumbalek, Jeri Johnson, Dan Koski, Gregg Kadow, Police Chief Tony Dick, Absent were Chair Alder Able, and Alder Howe.

1. Meeting was called to order at 5:15 p.m. by Vice Chair Jill Hennessey. Alder Able and Howe were not present.
2. Alder Hennessey announced that an audio tape of this meeting would be available to the public on the City's website.
3. Public Input: No public input.
4. Discussion and possible approval of minutes of previous Personnel Committee meetings (October 14th, 2013). There was no discussion. Motion by Alder Schema and second by Alder Sitkiewitz to approve minutes. That vote being 3 - 0.
5. Update on legal expenses billed through Human Resources. Jeri Johnson mentioned some increase in the recent months but nothing out of line. There was not discussion.
6. Update on Health Plan Funding. Jeri Johnson reported the plan is currently running 3.2% over budget contributed mostly to cost from the retiree group. Alder McMeans inquired whether we had researched putting the retirees on the new exchanges. Jeri responded we will be discussing options in January.
7. Human Resources Update: Jeri Johnson reported.
8. Discussion and possibly regarding setting the Fire Chief Salary: The current range was discussed with 34.15 being the low and 46.44 is the high per the EPM. Most recent wage was paid in this position was 43.78. Alder Sitkiewitz felt it was appropriate to advertise this range. Alder Hennessey saw no reason to change the range. Alder Sitkiewitz moved to approve the range as is with a second from Alder Schema. Vote was taken and approved with a vote of 3 – 0.
9. Discussion and possible action the City of Manitowoc PD Drug Screening Procedures and Policy: There was discussion regarding the creation of the policy and procedures. Work Health Options will be managing the random selection process for the PD. Alder McMeans inquired on the drugs listed. Jeri Johnson responded it was a thorough policy that did include testing levels. Alder Sitkiewitz made a motion to approve the policy with a second from Alder Schema. Alder Hennessey inquired about the Canine officers. Jeri Johnson confirmed they were not included. A vote was taken and approved with a 3 – 0 vote.

10. Discussion and possible action regarding the approval of the City of Manitowoc PD Job Descriptions: Jeri Johnson confirmed the Department of Infrastructure job descriptions were listed on the Agenda in error. Alder Hennessey inquired on the process of reviewing all of the job descriptions. Jeri Johnson responded that we do need to rely on our Department Heads to make sure the job descriptions are accurate and that she had no concerns with this group. Alder Schema moved to approve with a second from Alder Sitkiewitz. A vote was taken. That vote being 3 - 0.
11. Discussion and possible action regarding the approval of the FT Plumbing inspector job description: Jeri Johnson noted there were not many added items from the PT to the FT position. Alder Sitkiewitz moved to approve the request with a second from Alder Schema. That vote being 3 - 0.
12. Discussion and possible action regarding possible changes to Medical Plan design regarding how Therapy Claims are processed : Jeri Johnson discussed the recent challenges regarding how our therapy claims are processed. Employees were under the understanding that if they went to a clinic for therapy, they would pay a co-pay. Unfortunately the medical facilities no longer process this way and will code the therapy as outpatient procedures which is different than what our SPD says and what the employees are expecting for cost. Jeri Johnson recommended we alter our plan document to allow therapy to be paid at a co-pay level and have 4 individuals recent claims reprocessed. Alder Sitkiewitz moved to approve the modification to the Med Plan and reprocess the claims for the 4 individuals with a second from Alder Schema. Alder Sitkiewitz discussed the importance of Therapy post procedure and felt this makes sense. That vote being 3-0.
13. Discussion and possible action regarding changes to the FSA Guidelines: Jeri Johnson discussed the recent guidance changes to FSA accounts including a rollover or extension of time to incur costs. Jeri Johnson discussed there is a good and bad impact mixed with this. The good would be giving employees an FSA with a little more flexibility, the bad would be the financial impact to the City as right now, forfeited dollars are used to offset situations of over spend and administrative fees. We discussed the financial history of the City's Flex account. Steve Corbeille and Debbie Kumbalek reviewed the information provided and further discussed the financial implications. Alder Hennessey inquired if there was a way we could not allow an employee to overspend. The answer was no. We cannot ask verbally or in writing for an individual to return the overspend. There was discussion regarding how a Flex account works. Steve Corbeille recommended to leave the Flex plan as is. Jeri Johnson discussed possible suggestions from M3 regarding dropping the annual election amount. There was discussion regarding various options on how to handle the situation. Alder Sitkiewitz and Alder Schema both lean towards no action and working the modifications into our benefits plan for 2015. Alder Hennessey agreed. No action taken.
14. Discussion and possible action regarding 2014 Medical Plan Renewal: Thought is we have a good renewal for next year. Steve reviewed the financial information regarding the renewal. Alder Sitkiewitz made a motion to approve option 1 for our 2014 Medical renewal with a second from Alder Schema. That vote being 3 - 0.
15. Information for the Personnel Committee regarding a 5% premium increase for the General City Plan: Jeri Johnson and Steve Corbeille discussed the recommended premium increase from Auxiant of 5% for the General Plan. There was a brief review of the history of the City premiums regarding increases.

16. Information for the Personnel Committee regarding a 10% premium increase for the retiree group: There was discussion for regarding a 10% increase for the retiree group. Since they are incurring much of the cost to the plan, they will share in the increased cost incurred. Steve Corbeille discussed the additional claims experience from the retiree group. We are actually down 69% on the retiree group so a 10% increase is appropriate. Alder McMeans inquired about the new healthcare exchanges for this group. Jeri Johnson stated it would be something we could research and present for January consideration.

The next meeting was scheduled for December 9<sup>th</sup>, 2013 at 5:15 p.m.

17. Motion to Adjourn: Alder Sitkiewitz moved to adjourn which was seconded by Alder Hennessey. The meeting adjourned at 6:15 p.m.

Respectfully submitted

Jeri Johnson, SPHR  
Human Resources Generalist