

City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org



Meeting Minutes - Final

Monday, February 10, 2014

5:15 PM

Council Chambers

Personnel Committee

1. Call to Order

2. Roll Call

Present: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

Patrick Glynn, Jeri Johnson, Jane Rhode, Dan Koski, Karen Dorow, Tony Dick, Jim Brey, Scott McMeans Tyler Martell, Bill Jindra, Kathleen McDaniel, Jason Sladky, HTR

3. Announcement that this meeting is being taped and available to the Public on the City's Website.

4. Public Input

5. Discussion and Action Items

6. Discussion and possible action regarding the approval of minutes of previous Personnel Committee meeting. (January 13th, 2013)

Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

7. Update on legal expenses billed through Human Resources

8. Update on Health Plan Funding

9. Update on Human Resources Initiatives

10. Discussion and possible action regarding approval of updated DPI job descriptions.

Moved by Hennessey, seconded by Sitkiewitz, that this Action Item be accepted and placed on file to the City Council. The motion carried by the following vote:

11. Discussion and possible action regarding approval of updated WWTF Job Descriptions.

Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file to the City Council. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

12. Discussion and possible action regarding out of state travel request from the Police Department.

Moved by Sitkiewitz, seconded by Howe, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

13. Discussion and possible action regarding out of state travel request from

Finance regarding the Office Manager position.

Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

- 14.** Discussion and possible action regarding out of state travel request from Finance regarding the Finance Director and Payroll Administrator.

Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

Moved by Hennessey, seconded by Sitkiewitz, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

- 15.** Discussion and possible action regarding a Personnel Requisition Form.

This Action Item was discussed

- 16.** Discussion and possible action regarding an Interim Pay Policy.

Moved by Sitkiewitz, seconded by Hennessey, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

- 17.** Discussion and possible action regarding Auxiant Schedule A Fee/Commission Disclosure.

Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file to the City Council. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

- 18.** Discussion and possible action regarding HCC Life and Auxiant Renewal paperwork.

Moved by Hennessey, seconded by Sitkiewitz, that this Action Item be accepted and placed on file to the City Council. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

- 19.** Discussion and possible action regarding approval of the FICA Alternative contract.

Interim City Attorney advised modification of contracts prior to signing. No action taken.

- 20.** Discussion and possible action regarding approval of the PRIME-Choice special pay plan contract.

Interim City Attorney recommended modification prior to signing. No action taken.

21. Discussion and possible action regarding contract prosecutions.

**Moved by Hennessey, seconded by Sitkiewitz, that this Action Item be approved.
The motion carried by the following vote:**

Aye: 4 - Hennessey, Schema, Sitkiewitz and Howe

Nay: 1 - Able

22. Discussion and possible action regarding the pay plan wage table.

**Lengthy discussion regarding recommended pay plan from Carlson/Dettman.
COW meeting scheduled 2/17/14 for additional discussion.**

23. Schedule special meeting to discuss the exempt / non exempt status of Police Supervisory Personnel.

Special meeting for Police Supervisor subject of transition to EPM and exempt / non exempt status scheduled for 2/19/2014.

24. Schedule the next meeting

Next meeting scheduled for March 10th at 5:15 p.m.

25. Move to Adjourn

Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

26. Adjournment