



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 2, 2016

5:30 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. ROLL CALL

Rochelle Blindauer, Kathleen McDaniel, Mayor Justin Nickels, Kim Lynch, Chad Scheinoha, Gregg Kadow, Todd Blaser, Dan Koski, Alder Lee Kummer, Jessie Lillibridge, Jim Muenzenmeyer

Present: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS: None.

- [16-0376](#) Approval of April 4, 2016 Personnel Committee Minutes.
- [16-0377](#) Review of legal fees billed out through Human Resources.
- [16-0378](#) Report out on Health Plan Funding.
- [16-0379](#) Report out of Human Resources Initiatives.
- [16-0380](#) Report out of City Attorney's Initiatives.

Approval of the Consent Agenda

Moved by Hennessey, seconded by Sladky, to accept the Consent Agenda Items and place on file. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

5. DISCUSSION AND ACTION ITEMS

[16-0373](#)

Fire Department out-of-state travel request - Congressional Fire Service Institute.

Chief Blaser approached the Committee and requested that he be granted time off to attend the Congressional Fire Service Institute in Washington, DC at no cost to the City.

Moved by Brey, seconded by Sladky, to approve the travel request. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

[16-0374](#)

Finance Department out-of-state travel request - Accela/Springbrook Conference.

Kim Lynch approached the Committee and requested approval for three City employees to attend the Annual Springbrook/Accela Conference in August. Attending the conference will assist employees in navigating the system upgrades. The Accela module will be reviewed as well, primarily for the building inspection capabilities which is why the request included an inspection employee. Alder Hennessey questioned why it is necessary to send three employees. Kim responded that it is helpful to be there in person.

Alder Brey recommended reviewing the City's policy regarding out-of-state travel requests in relation to the open records aspect. His concern is that the general public has access to this information along with the knowledge that the employee will be traveling, leaving behind an empty home. Apparently, other cities and counties have seen an increase in crime targeting public employees' homes. Sladky indicated that he thought the expenses seemed excessive.

Moved by Hennessey, seconded by Howe, to amend the request to approve funding two employees to attend the conference.

Moved by Brey to approve the original request to send three employees to the conference. Motion failed for lack for a second motion.

Moved by Hennessey, seconded by Howe, to amend her original motion to fund two employees to attend the conference, with one of the employees being Finance Director Steve Corbeille. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Hennessey, Sladky and Howe

Nay: 1 - Brey

[16-0372](#)

Request for an unpaid intern in the City Attorney's office.

Attorney McDaniel approached the Committee and stated that each year, the City Attorney's office is approached by college students requesting internship opportunities. This position would be unpaid and would work 10-15 hours per week digitizing old records and doing simple warrant paperwork. Brey inquired whether the intern candidate was Alder McMeans' daughter and if so, should she be added to the Resolution to hire seasonal employees related to supervisory employees. The Resolution will be updated to reflect the addition of Ms. McMeans prior to being presented at Council.

Moved by Hennessey, seconded by Sladky, to approve the request. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

16-0396

Request for an unpaid intern in Community Development.

R. Blindauer indicated that a college professor had contacted Nic Sparacio asking for an unpaid position for a local student. The position would provide college credits.

Moved by Brey, seconded by Hennessey, to approve the request. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

16-0384

Request to approve job descriptions and hire a City Electrician and City Electrical Inspector.

R. Blindauer stated that in the budget for 2016, it was approved to split the Electrical Inspector and Electrician into two separate job descriptions and hire another full-time employee. The current employee would prefer the City Electrician position; therefore, we would post the Inspector position. D. Koski indicated that the Electrician position was changed to include the Parks Department electrician duties which were affected by the staff reductions.

Moved by Sladky, seconded by Howe, to amend the Inspector job description to require the candidate be certified as a Master Electrician at the time of hire and to obtain the UDC, Plumbing and Construction certifications within one year. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

Moved by Hennessey, seconded by Sladky to recommend approval of the job descriptions and hiring of another employee. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

16-0272

Request to hire seasonal employees related to supervisory employees.

Alder Hennessey asked if some of the employees listed were rehires. Alder Sladky questioned how many people were hired compared to how many applied. His concern is that employees are being hired because they are related to employees. A brief discussion ensued how many of the employees on the resolution were filling lifeguard positions, which historically have been difficult positions to fill. Alder Hennessey indicated that she feels there is value in hiring relatives of employees as long as they are going through the same screening process as the other candidates, since there is a strong likelihood that they will perform well.

Moved by Brey, seconded by Hennessey, to recommend approval of this proposed Resolution with the addition of Kathleen McMeans. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Hennessey, Howe and Brey

Nay: 1 - Sladky

[16-0375](#)

Compensation Plan overview timeline for pay for performance implementation.

Alder Sitkiewitz asked for this item to be on the agenda to give the new committee an idea of the compensation plan structure and timeline. R. Blindauer indicated that when the compensation plan was developed beginning in 2014, Carlson Dettmann had recommended reevaluating the comp plan annually to avoid the plan becoming stagnant and to reevaluate the entire plan every three to five years. In 2015, the Personnel Committee discussed making a cost of living increase but decided against it due to budget constraints. R. Blindauer will be presenting a cost of living adjustment to the Committee once Carlson Dettmann releases their report with recommendations for 2017. Additionally, a combo plan would be presented with a pay-for-performance model.

If a pay for performance plan is implemented, after Step 7, there would be an open range and no steps. The Department Heads would recommend raises based on performance. Alder Sladky clarified that there would be a set budget amount from which managers would give raises. Alder Hennessey asked how the ratings fall in relation to a standard recommended bell curve. A brief discussion ensued on the bell curve. Alder Hennessey recommended waiting until the managers are trained to do reviews more effectively. R. Blindauer recommended the option of opening up the scale to allow the managers to give raises as they see fit. Alder Brey questioned the bell curve theory. Alder Sitkiewitz stated that supervisors should be reminded of the importance of the performance review procedure.

6. CONVENE IN CLOSED SESSION

A motion was made by Brey, seconded by Hennessey, to convene in closed session at 6:07 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter that may be considered in closed session is:

[16-0382](#) Extension of leave of absence for Transit employee.

(Closed Session portion of the Minutes has been redacted.)

[16-0383](#) Succession Planning update.

(Closed Session portion of the Minutes has been redacted.)

7. RECONVENE IN OPEN SESSION

A motion was made by Brey, seconded by Hennessey, to reconvene in open session at 6:21 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

[16-0382](#) Extension of leave of absence for Transit employee.

Moved by Sladky, seconded by Brey, to approve an extension of the leave of absence. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

[16-0383](#) Succession Planning update.

8. ADJOURNMENT

A motion was made by Hennessey, seconded by Sladky, to adjourn at 6:22 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Hennessey, Sladky, Howe and Brey

Submitted by Rochelle Blindauer, Human Resources Director.