



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 3, 2021

5:30 PM Council Chambers. Meeting also available via Remote
Conferencing-Zoom

1. Call to Order

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

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Dan Koski, Justin Nickels, and
Debbie Charney

Present: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

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

- | | |
|--------------------------------|---|
| <u>21-0409</u> | Approval of April 5, 2021 Personnel Committee Minutes |
| <u>21-0410</u> | Review of Legal Fees Billed out Through April, 2021-Human Resources |
| <u>21-0411</u> | Report out on Health Plan Funding |
| <u>21-0412</u> | Report out of Human Resources Initiatives May, 2021 |
| <u>21-0413</u> | Report out of City Attorney's Initiatives May, 2021 |

Approval of the Consent Agenda

Moved by Czekala, seconded by Vanderkin, to accept the Consent Agenda Items and recommendations of the various committees. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

5. Discussion and Action Items

[21-0416](#)

Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel.

Alder Sitkiewitz gave an overview of the ordinance to hire seasonal employees related to elected officials, department heads, or supervisory personnel to new alders to help them understand the history of the agenda item.

Moved by Czekala, seconded by Vanderkin, to approve the request for a resolution to hire seasonal employees related to elected officials, department heads, or supervisory personnel and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-0414](#)

Employee Policy Manual Language Update-May, 2021

HR Director Jessie Lillibridge gave the committee an overview of the proposed updates to the Employee Policy Manual and explained that the last update was in June of 2020. Lillibridge stated that if approved, all employees would be required to acknowledge and sign off on the changes through Kronos. Alder Michael Cummings said that he read the Employee Policy Manual and wanted to make a note on the volunteering time off section to see the verbiage updated for the next Employee Policy Manual update to help clarify.

Moved by Czekala, seconded by Vanderkin, to approve the request for a resolution for updates to the Employee Policy Manual in May, 2021 and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

6. Convene in Closed Session

Moved by Czekala, seconded by Vanderkin, to convene in closed session at 5:36 p.m. The motion carried by the following roll call vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

[21-0262](#)

Fire Contract Negotiations-2022-2024

[21-0417](#)

Transit Grievance

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

7. Reconvene in Open Session

Moved by Czekala, seconded by Vanderkin, to reconvene in open session at 5: 55 p.m. The motion carried by the following roll call vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-0262](#) Fire Contract Negotiations-2022-2024

No discussion on this item.

[21-0417](#) Transit Grievance

No discussion on this item.

8. Adjournment

Moved by Czekala, seconded by Vanderkin, that this meeting be adjourned at 5:56 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

Submitted by Debbie Charney, Human Resources Generalist