



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, June 3, 2024

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

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#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Eric Nycz, Todd Blaser, and Debbie Charney

**Present:** 4 - Sitkiewitz, Brey, Schlei and Norell

#### 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

- [24-1525](#) Approval of May 6, 2024 Personnel Committee Minutes
- [24-1526](#) Review of Legal Fees Billed out Through May, 2024-Human Resources
- [24-1530](#) Monthly Report out on Health Plan
- [24-1527](#) Report out of Human Resource's Office Initiatives June, 2024
- [24-1528](#) Report out of City Attorney's Office Initiatives June, 2024

#### Approval of the Consent Agenda

Moved by Brey, seconded by Schlei, to accept the Consent Agenda Items as presented. The motion carried by the following vote:

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

#### 5. Discussion and Action Items

- [24-1532](#) Request to Approve Employee Policy Manual Revisions-June, 2024

Human Resources Director Jessie Lillibridge gave the committee a brief overview of the requested changes to the Employee Policy Manual.

**Moved by Norell, seconded by Schlei, that this request for revisions to the Employee Policy Manual-June, 2024 be accepted and referred to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

[24-1531](#)

Request to Approve Drug and Alcohol Policy Revisions-June, 2024

Human Resources Director Jessie Lillibridge gave the committee a brief overview of the requested changes to the Drug and Alcohol Policy to mirror federal law.

**Moved by Brey, seconded by Schlei, that this request to approve the Drug and Alcohol Policy Revisions-June, 2024 be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

[24-1533](#)

Request to Approve Training, Membership, and Tuition Reimbursement Policy Revisions-June, 2024

Human Resources Director Jessie Lillibridge gave the committee a brief overview of the requested changes to the Training, Membership, and Tuition Reimbursement Policy Revisions-June, 2024.

**Moved by Norell, seconded by Schlei, that this request for changes to the Training, Membership, and Tuition Reimbursement Policy Revisions-June, 2024 be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

## 6. Convene in Closed Session

**Moved by Schlei, seconded by Brey, to convene in closed session at 5:39 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

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:

[24-1529](#)

Unpaid Leave of Absence Request Extension for Transit Employee

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:

[24-1358](#)          Manitowoc Firefighters Local 368 Grievance Update

(Closed Session portion of the Minutes has been redacted)

## 7. Reconvene in Open Session

**Moved by Brey, seconded by Schlei, to reconvene in open session at 5:45 p.m.  
The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

[24-1358](#)          Manitowoc Firefighters Local 368 Grievance Update

There was no action taken on this item.

[24-1529](#)          Unpaid Leave of Absence Request Extension for Transit Employee

There was no discussion on this item.

**Moved by Schlei, seconded by Norell, that this request for a 30-day extension of an unpaid leave of absence for a transit employee be approved. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

## 8. Adjournment

**Moved by Brey, seconded by Schlei, that this meeting be adjourned at 5:46 p.m.  
The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Brey, Schlei and Norell

Submitted by Debbie Charney, Human Resources Generalist