



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, MAY 22, 2018, 4:30 PM
CITY HALL, ROOM 207**

A. ROLL CALL.

I. Members: Ald. Bill Galvin, Chair, Ald. Kathy Lefebvre, Vice Chair, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax

Others present: Ald. Mark Steuer, Ald. Randy Scanell, Ald. Craig Stevens, Ald. Brian Johnson, City Attorney Vanessa Chavez, Police Chief Andrew Smith, IT Administrator Mike Hronek, Human Resources Director, Joe Faulds, HR Operations Manager Melanie Falk and others.

B. APPROVAL OF THE AGENDA.

Moved by Alderperson Veronica Corpus-Dax, seconded by Alderperson Kathy Lefebvre to approve the agenda. Motion carried.

Yes- None, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from May 8, 2018.

Moved by Alderperson Barbara Dorff, seconded by Alderperson Veronica Corpus-Dax to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Communications Technician - Public Works
- b. Sewer Maintenance Worker (2 positions) - Public Works

Moved by Alderperson Kathy Lefebvre, seconded by Alderperson Barbara Dorff to consider items a and b together. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Alderperson Kathy Lefebvre, seconded by Alderperson Barbara Dorff to amend item b to reflect 1 position to fill, not 2 positions. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Alderperson Kathy Lefebvre, seconded by Alderperson Barbara Dorff to approve as amended. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Adoption of findings of fact and conclusions of law on Removal From Specialty Team or Assignment grievance.

All of the committee members confirmed that they had read the document as presented. Moved by Alderperson Barbara Dorff, seconded by Alderperson Kathy Lefebvre to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

3. Consideration with possible action on request by Ald. Wery to allow City Council members to be provided with printed agendas.

Moved by Alderperson Veronica Corpus-Dax, seconded by Alderperson Kathy Lefebvre to deny Ald. Wery's request. Motion carried. Staff will address the suggestions and concerns that have been raised at the next City Council meeting.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

1. Report of Routine Personnel Actions for Regular employees.

Moved by Alderperson Barbara Dorff, seconded by Alderperson Veronica Corpus-Dax to receive and place on file. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Next meeting date: June 12, 2018.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Alderperson Bill Galvin, seconded by Alderperson Veronica Corpus-Dax to adjourn the meeting. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

- Alright, alright, we'll start the personnel committee meeting for the city of Green Bay. It's just about 4:34. I am Bill Galvin, chairman of the committee, and I'm present.
- Barbara Dorff, I'm present.
- Veronica Corpus-Dax, present.
- Kathy Lefebvre, present.
- Alright, everyone is present and accounted for. Next, I'm looking for an approval of the agenda.
- Move to approve.
- Second.
- I have an approval of the agenda by--
- Hold on one second.
- Sure.
- We're going too fast
- Why am I seeing that, I can see that. Theis gonna be so much easier. And it will cover that. All right.
- All right, so we had a motion to approve the agenda by Alder Corpus-Dax, with a second by Alder Lefebvre. All in favor?
- [All] Aye.
- And that passes unanimously.
- Move to approve the minutes?
- Wait, wait. We have too many
- The system's--
- Sure, that's fine.
- It's okay. It's gone.
- Isn't that an hourglass thing, tick-a-tick-a-tick-a?
- You're all set?

- Yep.
- Alright. Look for an approval of the minutes.
- Move to approve.
- Second.
- 'Kay. Motion to approve by Alder Dorff, seconded by Alder Corpus-Dax. All in favor?
- [All] Aye.
- That passes unanimously.
- Someone must be watching 'em over the summer.
- You're right, yeah. 'Cause looking, I was trying to download them. I can't get it to download.
- Just continue the meeting.
- Okay.
- We'll fix
- Alright. Alright, onto regular business. Item number one is consideration with possible action on a request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers. Item--
- I'd like to make a motion that we take 'em together instead of doing one, two.
- Okay, do I have a second?
- Second.
- Okay. Sure?
- Yeah, that's fine, I just have to add one thing.
- Right.
- Is that for the sewer maintenance work here, there was an individual that resigned but then has withdrawn his resignation, so we're actually only looking for one position.
- One position instead of the two, so do we have to change that?
- No. Well, we'll cover that in the thing. So the motion by Alder Lefebvre to take Items sub-A and sub-B together, and that was seconded by Alder Dorff, all in favor?
- [All] Aye.
- Can you poll us know that passes unanimously, staff?
- So, yeah, you can do the motion if you want to, and then the sewer maintenance worker do one position because of the resignation.
- Okay. Do I have a motion for that?
- Go ahead.

- I'll make the motion that we, number one-B, instead of a two-position, we only have one position to approve. Is that right?
- Yep.
- 'Kay.
- We have a second?
- Second.
- Okay, so I have a motion by Alder Lefebvre seconded by Alder Corpus-Dax to amend sub-B to read one position instead of two. All in favor?
- [All] Aye.
- Okay, and I need a motion to approve this.
- Motion to approve.
- Second.
- All in favor?
- [All] Aye.
- And that passes unanimously. Item number two. Adoption... Un memento.
- Our download speeds are really, really slow right now.
- Yeah, I see that.
- We're being hammered by--
- People watching movies?
- It's Apple iPads from a different department, and they're scheduling updates at the wrong time.
- Oh.
- Okay, so item number two is adoption of findings of fact and conclusions of law and removal from specialty team or assigning grievance. Has everyone had a chance to read through our findings of fact from our last meeting?
- [Women] Yes.
- Alright, I'll entertain a motion.
- Move to approve.
- Second.
- 'Kay, motion to approve by Alder Dorff seconded by Alder Lefebvre. All in favor.
- [Alders] Aye.

- Any opposed? It passes unanimously. Okay, number three. Consideration with possible action on request by Alder Weary to allow city council members to be provided with printed agendas. Staff.

- One thing I'd like to mention is that there was an email sent out to common council stating that if there was any concerns to express them if they could not be here then tonight. Alderperson Stevens did reach out to me, and he said that he is 100% for going paperless and that he would be against printing off the agendas. There was a concern, I think, brought up at the common council at the last meeting, that there was an issue with downloading speeds, which you might be having right now. He said that might be an issue with someone's Wifi connection or Internet speed might be different for different people. He said that he hasn't had any concerns about that and he said he was for going paperless.

- Okay.

- And he wanted me to mention that today.

- Alright.

- I think Alderman Weary, I think maybe he means that if someone wants a paper copy, that they could make that request and have a paper copy. Some people are going to be fine all doing this way, but some maybe like that.

- So instead of coming down here and printing his own copy or printing a copy at home, he'd rather have some staff copy it and have it ready for him in his mailbox, is that what you think he's asking for?

- I think, yeah. Some people can't get down here during the day, with work and everything it's hard to get it ahead, and 'cause you close at 4:30, so it might be hard. And I was told that, on the tablet I know I cannot do printing at home on my Wifi. I think Mike, didn't you bring that up? No, you were there and I talked to someone in your office, and he said something about--

- You don't have correct drivers to your printer on your tablet. On your laptop you could.

- Yes. But not the tablet, yeah. So some of us, if we still continued on the tablet, see that might be a problem.

- Okay.

- We purchased laptops for everyone this year.

- Do I have to have a laptop, then?

- No, you could use your home computer.

- No, I want no city, I want a home computer. I like the tablet because it's easy to transport. And once I sit down in the living room, I can sit. It's easy. No laptop. They say it's easy on your lap, nah-uh. This is really convenient for me, so I would like to continue on this, as long as I don't have any problems on it.

- Right.

- Getting everything figured out. Now, I would come in here, I could come in and have printing done. Either in Mike's office or maybe, Barb, you could show me--

- Try to.

- How to do it.

- Alder Dorff?

- So. As I volunteered to do last time, come in and print the agendas for people, and I will show people how to print the agendas. It's very, very simple. It's connected downstairs, and so I would do a little tutorial. And I am no

techie, at all. So if it's easy for me, truly it is not hard, but if I had to print out one takes 20 seconds, to print out three took less than 60 seconds, I mean, it is not a big deal. And if I knew... I don't want to print extras, I don't want them to go to waste, but if I knew there were, each week, there were eight alders that would really like to have an agenda, I would do it. And just put them in the mailboxes, they would be there. I always get here early, I always come in on Mondays, so it isn't really hard for me to do that.

- That might help.

- And we did agree that we would not have staff doing this, we did agree we would not have the mailings. We need to save money. So I have no problem--

- Okay.

- Doing it for people as long as they ask me, so maybe we can get a list of who would like it.

- I could even, like I said, once I learn how to--

- Then I could show you, if we can have--

- I can do one for Chris and I can run it over to him.

- Alright.

- Yep. 'Cause I'm not gonna do it probably before Monday. Because the agenda tends to change a lot at the last minute. Right? It has, this happened. So I don't want to do it on Friday. Monday's a better day to do it, sometimes even right before, on Tuesday, but certainly a person can look at the agenda at any moment, and when they come in, then, if they want to make a few notes, they can see it, 'cause it's right there

- Yeah.

- I have two issues, so that's one.

- But I do have, with, is it gonna come up sooner, whether you got a laptop or this, because our agendas, we don't get 'em that soon.

- Well, that was my second issue. So let me ask a question--

- Well, the agendas are published on Friday. Communications have to be in on Thursday, so there's a 24-hour lag, so you're never going to be able to get 'em any sooner than that Friday--

- Friday.

- Before the next council meeting.

- Okay.

- So that can't change at all.

- Now, is that through the actual Green Bay website? 'Cause it doesn't come up on my--

- So, that's why I would like to talk, because that is the other piece of what I'd like to say.

- Okay. Because that has been a concern. I am wondering, because it still would be paperless. I know that you can sign up to get the communication that the agenda's ready, yup, and then you get 15 communications, 15 emails, that there's all these agendas ready. I wonder whether, though, I would like to know, what was the process to just send us the Friday packet in one email? Is that process still go on, or we could access one email? But if someone isn't doing it, then I will understand that, but if that is possible, it's still paperless, it doesn't cost anything, we're not printing anything, but we get that just one email.

- So if we got--
- One email with everything in it.
- An email sent to all--
- Like the Friday packet.
- Twelve alders. And it, with an email, was a link to all the different committees they're on--
- A link, whatever. The school board does get that. They do get that alert, they do get that on that Friday, they get it.
- Would that be doable?
- Would that be possible? It might make it easier for people.
- So I think with the notifications, I'm assuming that's just how your username's set up with the software, so I think that's kinda change you net from that perspective. Doing the emails, I'm not sure how we would--
- I mean, if there was an email with a link to city council agenda, a link to personnel and finance for us, and if we wanted to look up any other committees we could look those up on the website, or Mike has actually sent us an email with all the links listed there.
- Right.
- Oh, yeah.
- Oh, I didn't get that.
- But--
- You can sign up for any agenda to get an email notification sent to you.
- So, who would we go to?
- You just sign up on the website. I'm saying you get a lot, a lot, a lot of emails. My question is, can we get that compact Friday packet email, or is that not possible?
- You would have to download from the web. Or we'd have to download and then email it to you, which is the same thing.
- How hard would that be?
- You want an email of the agenda packet that exists on the web already?
- I don't necessarily need that. I do think that that we're not breaking our decision of not printing, okay, and not mailing but it would streamline it for people that are having a little bit more difficulty navigating this, and maybe it's a transitional thing. I thought we were going to have more than one meeting of transition, even myself I thought that, but we didn't, we had one meeting that was transition, that was it. So I'm trying to find a compromise where people can start feeling more comfortable, and then as they feel more comfortable, there's going to be less resistance, and it's going to work better. So, can you guys think of some ways we can make people feel more comfortable?
- Yeah, so staff, we'll look into that, get you, so instead of a paper copy, you want that and an email and a PDF emailed to the council?

- I don't even know if I'm... I was just asking for the link.
- The link.
- Yeah, we could look into both, link and...
- If you could, the link--
- You just click the link.
- That's fine. We could try that as an interim transition.
- And see how it works.
- Okay.
- Okay.
- Can we put that into a motion?
- And do you want, we can--
- I want, maybe, to talk--
- So, I think what we could do is give you an update the next common council--
- Yes.
- Look into that, and I'll let you know at the next common council if we can do that or not, and even, I can try to follow up with you in the interim to give you an update on where we're at, as well.
- I kinda sent the directions in the email to everyone.
- Today?
- No, last week.
- Last week.
- I'm sorry, you did.
- And I personally set up--
- You personally set up mine, yes.
- Almost every agenda in an email link. You'll get notified when it's published, and everyone is free to come to my office and we'll set up everybody personally if my directions were not complete.
- They were good.
- It only takes a second or two.
- It does. Here's the thing, when you got them all in that one, you knew exactly, next week, this is what's gonna happen. Now, whenever an agenda's ready, or whenever it'll pop up, it might not be within that week. It might even be for the week after. I don't know. It was just streamlined. Maybe we're just gonna get used to it. Maybe we just will get used to it. There's a lot of emails. But I think some other people had things to say--
- You will get inundated with a lot of emails.

- Yes, you do.
- It's trying for everyone.
- A ton.
- Yeah.
- Yup.
- 'Cause there is just a lot of emails--
- And then they're not altogether, and then it's not right there. You can click on that, everything was there.
- One at a time, everybody.
- Yep.
- Do we want to entertain opening the floor, then?
- No, I think it's reasonable--
- Randy, you can just talk.
- Go ahead, Randy.
- [Randy] I'm sorry I'm late, I got stuck by train. So I'm not sure what you've covered or not, but I have a number of--
- Alderperson Scannell, do you mind just coming up to the--
- [Randy] Oh, certainly.
- Just for the video. Thank you.
- Could you state your name and address?
- Randy Scannell, alder for district seven. Some of the things that I'd like to see is, look into at least, technically, or do, is a Dropbox where larger files can be put into, or, and this I'm wondering is kind of a bigger conversation, how much do we use Google Docs, which can be shared? How much do we want to depend on Google and how much do we want to set up...
- Well, we can send files to Dropbox, right, inside of CivicClerk, but again, those same files are in CivicClerk. But we don't mind just, click of a button to set up stuff to--
- Well, I'm not talking about just the agendas, I'm talking about any information from staff or our budget, that huge booklet.
- You just want a place out on the internet where we can share information?
- Right.
- Outside of CivicClerk agenda packets and agendas.
- Right. And for things that might be quite large.
- Why would we have to do that, though? Or can CivicClerk handle that?

- Well, CivicClerk is an agenda, meeting... I think he's asking for something else.
- Yeah, a little bit. I'm broadening the discussion a little bit to general, technical. How we can, as alders, use the technology. Some of this will really directly to the CivicClerk, but not all of that, I thought you wanted a bigger discussion--
- We did.
- At council.
- We did.
- Yep, okay.
- Just to cover--
- So, that's a discussion I'm wondering is, should we do Dropbox, should we use Google Docs, should we not, should kinda stay away from Google Docs?
- You'll have to give me an example of a document that you want to share that would be outside of CivicClerk.
- Well, from staff, the budget, or even if we could not only... I don't know if they're on the web already, all the different develop plan, the railroad yard plan, are those available online?
- Those should all be, something like that should all be on each individual's department's website. Any kind of PDF plan or something like that--
- That's on the website.
- That should be. And if not, you would request that added content from the department.
- 'Kay.
- Like a plan should--
- Right, right. Okay, and would it be best then, if it's a large they can't email me that, would it then be the thing to just have this Dropbox that they can just
- But, Randy, if it's on CivicClerk, you don't need to have it on--
- It's not on CivicClerk, it's on our webpage in each department's... You'd have to go to each department and say...
- So, do you want that emailed to you, you just don't want to go to that department and look it up?
- I mean, you could save that--
- Well, it depends. I don't want to just be able to look it up, I want to be able to make notes, so I want sort of my own copy, so to speak. So is it possible to--
- So, if there's a PDF document inside our website, you can open that PDF document up from our website and then save to your hard drive on the laptop.
- Okay.
- Just do a file save as.

- Okay.
- And save it locally. And that would be, I think, what you're requesting.
- Kind of, yeah. Yup, yup, yup. Okay, that works. And our PDF reader allows for us to put notes, to write in--
- Sure, Markup.
- Markup, okay. That's what I have, I wanted to make sure. Okay, so then, that really kind of addresses that. And if I have a request for some kind of documentation that a department doesn't have on their website, they could always put it on their website, right?
- Yes.
- Then, okay, I think--
- We don't really need Dropbox.
- What we built is a content-management system. I don't know the individual content for each department that belongs on the website, so we built them a framework where they can add in a document there.
- Okay.
- And if that document doesn't exist, then you have to probably go to each individual department.
- 'Kay. Now, for CivicClerk, for adding documents in our packet, 'cause we used to get packets, now it's all on CivicClerk. Who puts those documents in? Does that come from tech, or does that come from--
- They come from each individual department manages that meeting-type.
- So for, like, protection and welfare, legal can put the document in? Does that take much, I don't know, I've never spoken with them yet, does that take much for them to do?
- No.
- Okay, okay, good.
- Because we get some documents, if you remember, we would come in, and they'd hand out some documents, 'member, about if someone was appealing, so I would like to have all that online instead. In CivicClerk.
- Well, that's, to me, I don't know if that was, and maybe staff can address this, something I kinda got the feeling you guys were getting into at the last second, I think what Randy's asking for is that he has it before the meetings so he can review it, instead of having to review it at the meetings. Is that right?
- Well, even if... I'm not sure of the timeline, I didn't get a chance to talk to legal. I always assumed, it's a heck of an assumption, that they got those documents kind of late and that's why we didn't ever have 'em in our packet. So I don't know what the timeline is. So, even if I can't review it before, again, get rid of the paper, get it all--
- Have it put in, even if it goes in a half hour before the meeting.
- Yeah. Yeah. And I can talk to legal about that, that's nothing that IT needs to work with, I just need to find out some of the details that I was unaware of. Okay. I think there should be some space, and I don't know, again, where... I remember when I was a new alder, when we have new alders, they meet with department heads and they have a whole presentation for them and all kinds of stuff and contact info, who should they contact for this and who should you contact for that. I think that should be available for all alders and updated. I was given a hard copy, of course, back then, my day, which wasn't that long ago, but.. Of course, most of that information is-

- And this is out of date already. It's from 2016, it hasn't been updated. It's a contact, email, phone number for all city employees--
- The county puts one out for us every year.
- Yeah. So if staff could get together each department and put together information they would want alders to have, who they should contact, their structure, where in each department, and keep that updated.
- Randy?
- Yep.
- Mark Steuer has something.
- Go ahead Randy, if you're done.
- Oh no, I ain't got--
- Oh.
- Oh.
- You're at 5:30.
- Yeah, yeah, yeah. It's gonna be just a few other things. Power outlets. For...
- I got four, eight.
- Ah, they're there now? Okay, okay, I want sure, yep.
- There's about 16 or 20 here.
- Okay, yep.
- We got enough.
- We could blow a fuse if we work at the same time.
- And then, the closed captioning. I've been looking at the videos on YouTube, just from the past couple of meetings--
- I don't know if that belongs here, to be honest with you. We're talking about technology for the alders--
- Well, I mean, I wanted to read the minutes. It's got the minutes. It's got to do with the minutes.
- It's not on YouTube anymore. You have to go onto CivicClerk.
- And there's a time lag for closed captioning. Somebody has to do that transcription service.
- Right.
- And depending on the length of minutes, it's when that returns to us.
- It's not right away, yeah.
- You know what--
- It's like a five-day lag time or something like that, wasn't it?

- Longer than that, apparently, 'cause there's some videos--
- It shouldn't be that long.
- No. Are you looking on YouTube? Because those are not the right ones anymore.
- Well, those, that's where the link takes you to, YouTube.
- Well.
- When I clicked on this link at CivicClerk for minutes, it took me to YouTube. That's where it took me.
- Okay, well, I don't know.
- I don't believe so. I don't know which link you clicked on.
- I might suggest you and Mike having lunch together some day.
- Yeah.
- Yeah, I think so. Which I don't mind. And I'm not gonna spend too much time with that, I'll go over that. So, okay, on CivicClerk I should be able to get to the minutes, and those should be close captioned. If I get to YouTube, I've done something wrong.
- Yes. Well, they do exist in both locations--
- Places. But the YouTube won't have the closed caption.
- Yes, it will.
- Oh, well they should.
- Yeah, I believe we have updated those to coincide.
- Okay, well, our last protection and welfare meeting, which was couple weeks ago, that still is not closed captioned.
- 'Kay, we can check that. And there would be an error.
- I checked this afternoon. And also, there will be a transcript of entire, besides the video?
- Right. If you download minutes from CivicClerk, we append the verbatim transcript minutes to the end of the shortened or, I don't know--
- Summary.
- Summary.
- Summary minutes or whatever you call that.
- The legal minutes.
- Short-form minutes. So when you read the minutes and you go to the bottom of the short-form minutes, the verbatim text is after that.
- Oh.

- There are two-page minutes text into 20 page.
- Okay. I guess I've missed even the short version on mine, I'll have to, you can show--
- Scroll down.
- Good, alright. Nighttime. Okay, got that. Oh, not too many left. For our screens, is there a way to enlarge, this doesn't really have to do with Civic... You want me to talk to you--
- Yes.
- Yeah, I can talk
- You're starting to kill me here.
- This has to do with Civic. Don't really wanna, doesn't matter.
- There's a zoom tool in Google that allow you to increase font sizes and things like that.
- Control plus is a really good option.
- Well, we can talk later. I tried to do that, and, well, but that is separate. Just one thing then. And I don't know the training that went into the person that has to do all the reading that, but I noticed that council, that if we do a verbal vote, if we have a unanimous vote, we can do it verbally. We don't have to actually do the punching in.
- Right, right. Here, too.
- So. Right. So, I'm wondering, would it help if the chair reads the agenda, and if we have a unanimous vote, you just put it in as unanimous, right, does that take much time or anything? Then, instead of having our staff read the... We go back to where we would read the agenda, we would take a vote, if it's unanimous--
- We are doing that in this--
- Yeah.
- Maybe you're not--
- She's not reading the agenda?
- No.
- No.
- Your committee, yours is different. Yours has been handled differently.
- I guess so.
- I read the agenda item, I ask for a motion, a second, I say who did it--
- Right.
- And then I ask for a vote, and if it's unanimous, I say, this passed unanimously.
- And if it's not, then you do the--
- Right.
- 'Kay, well, with ours, we've been having staff, which seemed awkward to me.

- They said something about needy.
- Yes.
- Do you see, this is a great discussion, though. Because we need to resolve this stuff.
- Okay, there's a few others, but they really don't have to do with Civic, and I can check with Mike later. So.
- Okay.
- That's it from me.
- Alright. Mark?
- [Mark] What was the original agenda?
- Well, here's what I--
- Hi. Mark Steuer, district 10.
- The original was, consideration with possible action on request by Alder Weary to allow city council members to be provided with a printed agenda.
- My thought was the agendas can be anywhere from one page to what?
- Eight. It was eight last time.
- Eight. Okay. I like the paperless, I'll be honest with you. We're having some growing pains, but I think over a period of time, we'll be fine. One of the problems I have with my tablet is, even this meeting, I tried to call it up. I typed in personnel and I put the date down, and it wasn't coming up. Like when you have your agendas, the various different meetings that are going on today, I had a problem with that, so I don't know if that's just--
- Come to my office, and...
- Okay. So, things like that. So I wanted to see the agenda here, I couldn't see it.
- It's in a different spot, Mark, though.
- It's on the laptop.
- Well, it's--
- I don't have my laptop.
- No, it's in a different spot on there than, it's not in that first, you know where there's boxes?
- When you call it up.
- Yeah, no, it's in a different place. We just have to learn it.
- Yeah.
- Yeah. Well, I'm not gonna belabor any other things. I think that part of me would've liked to see each department, I've talked with each department about having, let's say, general questions that you would have, for the new alders. Like, who do I call?
- Right.

- That type of thing.
- That was a very good point that Randy made, is that each of the staff would have kind of a tutorial for us that gets updated when staff move so that we're not calling the wrong people or we go to the right people right away, instead of bouncing around.
- It doesn't matter if you've been here two weeks or seven years. Things change. And we need to have that updated for all of us.
- Every year.
- So that's all I have, I just assumed. I like the paperless, I think if you do vote on it, if you had it for maybe a couple of weeks, we're still doing transition, but the sooner we get away from that the better.
- Alright, thanks Mark. Alder Johnson?
- Maybe, you know, I think you guys talked about this a little bit, but all I'm looking for, and Barb, you alluded to this, was kind of like a synopsis of the week. Where it's not necessarily links and pending documents and all that as it is. Like, here's the snapshot of this week.
- Yeah.
- Oh, pending meetings?
- Yeah.
- Yeah.
- Times--
- Because meetings get added, meetings get changed, meetings get canceled, you know? And so that's the hard part. You can take these things and you can set up recurring appointments for all the 15 whatever committees we have, take the time to do that, and that's fine, but things change, it seems like every single week. And so to be able to just, on Friday, just like we used to. Again, I don't need all the minutes and stuff like that, but just say, here's what's going on this week, go to the website and get your documents if you need them.
- That is great.
- So it would be like two separate things?
- Meeting and agenda.
- Yours is, we get an email that says, these are the committee meetings that are occurring at these times at these locations for the upcoming week, and then another email, or contained within that email for those that want it, the links to those.
- I don't even need the links.
- I think--
- I know you don't need it.
- I would like it.
- So long as people are asking for it--
- All the links are right here on one page.

- We understand that, but, well, I don't know if you heard it before, some people are still having some struggles with that.
- But it's on this. So it's just one link, though. Right? 'Cause they're all on the same page.
- Right.
- Right, so put it right on that same document--
- Yes.
- With one link.
- Exactly.
- Yeah.
- Yes.
- But again, it's just because of the changing nature of all the meetings, all the time, and so that way it's your point, Mike. You're not printing off every single agenda and compiling a document, it's just a listing.
- Listing what's happening and then the link, just to--
- Yes.
- Unless, of course, there's an electronic way, and I'm open to this, too, I can't think of the apps offhand, I don't use them, but whenever a committee meeting changes or is added, that you get that email notification, but it still seems to me that, for this transition period, that just a simple one-pager, here's your week in a snapshot kinda thing, might be useful.
- I like that.
- So that was the only thing. There's things electronically that I'm still struggling with, and those are probably questions for you, Mike, just slow upload times and inability to annotate, and the one that just gets me sometimes is that there's been a few instances where I've wanted to look at two documents at the same time. Can't do it.
- Quite possibly difficult in a tablet.
- Yeah, and even like, if it had a rotate feature--
- Oh, it does.
- It does.
- Alright, then, we're gonna talk about that.
- But those things, I think, are all the kinds of things that I would talk to you about.
- And anyways.
- Okay.
- [Mike] Please, just come visit me and we will probably settle a lot of issues. And I probably should have had a training session first for all aldermen with an interest in that.

- Yeah, yeah.

- Alright, the recording's gonna be pretty confusing here. We gotta one at a time, folks. Randy?

- [Randy] Dick. I just, two things. On CivicClerk, it doesn't say where the meetings are. Gives the time, but doesn't say where, the rooms or location.

- Oh, true. Have to go into the agenda.

- Yeah, you have to open up the agenda to see the place. And that's a good feature for me to ask CivicClerk to add. Because it's not the first time, and I would ask them, because I think it's a reasonable request.

- Especially for the public, if they're coming. And also, we used to, and I think there still is on the website, a calendar, but it's not being utilized. If we utilized our calendar on the front of the city's webpage, and had all the meetings for that week on the calendar--

- Let me address that situation--

- Could be for the whole month.

- When we went over RFP for an agenda management system and a content management system, those are always have been two different softwares, not integrated into one, single software. So you would buy an agenda management system and content management system, and the calendars never synced. What happened for us, though, is we wrote an RFP that said we wanted search integration between the website and the legislative management system, and the calendar feature between the two. And CivicPlus went out and bought BoardSync CivicClerk, and they are in the process of integrating calendars, which no other company has, and search features.

- Ah.

- They're right at the cusp, what they tell me, of completing that integration, where one of these agenda meetings will appear on top of the city calendar homepage. If we go ahead and add all those currently, right now, when they integrate it, we'll end up deleting 'em all. So do you do it, or don't do it?

- Right.

- We're at that. Whereas right now, CivicClerk, you go to the webpage, that kinda serves as a calendar of coming minutes.

- So I think the things we want are happening, they're just not there yet. 'Cause I think that synopsis is gonna be really helpful, and what it used to be, we used to have that right on the old page, with a calendar that said everything that's going on all week.

- Alright.

- So.

- Barb was next, Kathy, then--

- Okay. I just wanted to say that it's even apparent with Randy, who I feel is the most comfortable with this, he's been using it the longest, that there's still things that we need to learn, and we're still in a transition period. My whole goal is to help all of the alders, all 12, feel comfortable with this system. And if it takes a little bit longer to be fully integrated into the system, then it does. So I will print the agendas for council, and maybe we'll get that email. I love Alder Brian's idea that we would have that synopsis, just the one-page thing with the link at the bottom. That summary would be fabulous. But I think we just have to understand, we're all trying, but it's not as easy for everybody. So, and Craig, too. He's super-alders Stevens, he's great at technology. But everybody isn't.

- Alright. Alder Lefebvre?

- I just mention for the calendar, I would like the month on there, and then you would go and check for the weekly. Could be done. But the month kinda, because most of these committee meetings meet at the same time. Once in a while, it could be canceled because, you know, snowstorm in April, or something comes up. But they're pretty well standard, and it also helps you to do your calendar at home. Write it physically on my calendar, and then it just reminds you, too, when you look at this map. The county does still, we give paper, but we also get it on the email.

- Okay.

- We get all our things, and the agendas.

- Alright. Any... yes?

- I agree with going paperless and leaving it paperless. If people want a copy, and they want to organize amongst themselves, Barb's willing to take it on and print copies for other people, but I think, in general, we should just continue with the paperless. Fill in the paperless row.

- Alright.

- And there's--

- Hold on, hold on.

- Okay. I agree that I think we should stay paperless as much as possible; if some people are having some difficulties, Barb has volunteered, you volunteered to do it for Chris if he can't get in here on time, so I think the more we keep digging into this, Mike's always been very available for us, so if anyone's having any issues, or any concerns or any suggestions, I think Mike's the guy to take it to, and he'll be able to tell us right away if it's something we can work into it, or if it's not feasible. But I think we're doin' pretty well with this, we need to just keep forging forward and making it happen. Okay, and you had another comment--

- That's what I agree, too. Yeah, I'm a techie dummy, so eventually I'll get this. Mike, how many times I've met with him already, but keep working on it. But there is one big downside that people haven't realized: post office. It's gonna be losing money on our mailings, and I know the county's partly, eventually going to be going paperless, too, and that's just a one downside.

- I only knew of a couple people, maybe one was getting it mailed to him, but the rest were coming down here and picking 'em up, out of the 12 of us--

- Oh, they were?

- So. We need a motion of some sort, I think, from--

- Need a motion to

- Oh yeah.

- No, that wasn't, we didn't open it.

- We never opened it.

- Like a motion for staff to look into--

- See, we've got this consideration from Chris, we have to address that, number three.

- Oh, okay.

- So.

- So the motion, I think, is gonna have to be to--
- Deny?
- Deny it.
- Deny that.
- Printing.
- And then have another motion for staff.
- Well, I think we just need a motion to deny it. Staff can get back to you--
- And then staff, okay.
- Alright, so I'll entertain a motion.
- Motion to deny.
- And--
- Need a second.
- Well, you asked, too. Wouldn't you have the men that also, then, work with the staff?
- Nope, then he'll just do it.
- He'll just do it, okay. Well, I guess--
- Still waiting for a second.
- Okay, so, seconded.
- Okay, motion to deny by Alder Corpus-Dax, seconded by Alder Lefebvre, all in favor?
- [All] Aye.
- That passes unanimously. And our next meeting date is June 12th, 2018. Motion to--
- Do we need to vote receive in third part?
- Oh, I'm sorry, yep, I didn't--
- Yeah.
- 'Kay, report under E, report of routine personnel actions for regular employees.
- And that report's attached, and I'm sure you guys have looked at it, and if you have any questions--
- Do you need us to receive and place on file?
- Yeah.
- Move to receive and place on file.
- Second.

- Okay, motion by Alder Dorff to receive and place on file, second by Alder Corpus-Dax, all in favor?
- [All] Aye.
- Any opposed? No? That passes unanimously. Number two. Next meeting date is June 12th, 2018. And public hearings in adjourning. Motion to adjourn?
- I'll make a motion--
- Second.
- To adjourn.
- Oh.
- Oh, you did.
- Okay, so motion by me to adjourn, seconded by Alder Corpus-Dax, all in favor?
- [All] Aye.
- That passes unanimously. Okay, now, Mel's gonna have to close us up.
- So we have to leave meeting, 'cause if you don't...