



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 24, 2018, 4:30 PM

CITY HALL, ROOM 207

Immediately following Finance, which begins at 4:30 p.m.

A. ROLL CALL.

Veronica Corpus-Dax, Bill Galvin, Barbara Dorff, Kathy Lefebvre

Also present: Alderperson Steuer, Public Works Director Steve Grenier, City Attorney Vanessa Chavez, Interim Co-Parks Director, Dan Ditscheit; Police Chief Andrew Smith; Human Resources Director Joe Faulds; Assistant Community Development Director Cheryl Renier-Wigg, HR Operations Manager Melanie Falk and others.

I. Election of Chair and Vice Chair.

Moved by Alderperson Barbara Dorff, seconded by Alderperson Veronica Corpus-Dax to elect Bill Galvin as Chair of the Personnel Committee. Motion carried.

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

Moved by Alderperson Dorff, seconded by Alderperson Bill Galvin to elect Kathy Lefebvre as Vice Chair of the Personnel Committee. Motioned carried.

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

B. APPROVAL OF THE AGENDA.

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

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

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the March 27, 2018 meeting.

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

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

D. NEW BUSINESS.

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

- a. Engineering Aide I - Public Works
- b. Truck Driver/Sanitation - Public Works
- c. Parking Maintenance Technician - Public Works
- d. Park Maintenance Worker - Parks, Recreation & Forestry

Moved by Alderperson Barbara Dorff, seconded by Alderperson Kathy Lefebvre to approve items a, b, c and d. Motion carried.

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

2. Consideration with possible action on request to approve Assessor's Office reorganization as follows:

- a. Reclassify the Appraiser I position at Pay Grade G, \$21.24 - \$28.74/hour to an Appraiser II position at Pay Grade H, \$23.30 - \$31.52/hour at a projected annual cost of \$5,998. Recommend approval to fill this position and all subsequent vacancies.
- b. Request to retitle the Appraiser III position at Pay Grade K, \$29.45 - \$39.85/hour to an Appraiser II/III.
- c. Request to create an additional Appraiser II position at Pay Grade H, \$23.30 - \$31.52/hour at a projected annual cost of \$85,097 effective January 1, 2019.
- d. Adopt reevaluation policy presented by the City Assessor.

Moved by Alderperson Kathy Lefebvre, seconded by Alderperson Barbara Dorff to approve items a, b c and d.

Motion carried.

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

3. Consideration with possible action on request for out of state travel for Commander Ebel and Lt. Cain to attend the NFL Security Conference in Carlsbad, California, May 16 - 18, 2018 at no cost to the City for transportation, room or board.

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

4. Consideration with possible action to approve the Memorandum of Understandings with the

Green Bay Professional Police Association to add a Police Sergeant Classification and amend Residency.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

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

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

5. Consideration with possible action to adopt the revised Police Department table of organization.

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

6. Consideration with possible action to modify Personnel Policy, Chapter 29, HIPAA Privacy Policy.

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

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

7. Consideration with possible action on request by Ald. Dorff to determine if there is a need for two meetings per month during the summer for the purpose of setting summer hours for the staff as well as setting the summer meetings for June, July, August and September for City Council.

Moved by Alderperson Barbara Dorff, seconded by Alderperson Kathy Lefebvre to approve the change in the frequency of City Council meetings to one meeting per month, on the third Tuesday, for the months of June, July, August and September. Motion carried.

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

8. Consideration with possible action on request by Ald. Dorff to determine the feasibility of setting a new starting time for City Council and to adjust the staff hours accordingly.

Moved by Alderperson Barbara Dorff, seconded by Alderperson Kathy Lefebvre to approve a new starting time of 6:00 p.m. for City Council meetings. Motion carried.

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

E. INFORMATIONAL.

1. Recruitment initiated for Neighborhood Compliance Inspector Limited Term position approved as part of the 2018 budget.

Moved by Alderperson Barbara Dorff, seconded by Alderperson Kathy Lefebvre to receive and place on file.

Motion carried.

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

2. Report of Routine Personnel Actions for regular employees.

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

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

3. Next Meeting Date: May 8, 2018.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

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

Yes- None, No- None, Abstain- None

VERBATIM MINUTES

- Okay, now this is ridiculous. This is a different order.
- Are you guys ready?
- We're ready.
- This is a different order. So you guys gotta enjoy Personnel.
- Yep.
- Am I showing up?
- Yeah, you're showing up.
- Okay, everybody up?
- Yep.

- We're ready. So, you're gonna...
- Yeah, so we're gonna get started. I'm gonna take the roll call.
- Okay. Alright.
- So, roll call, we have Alderperson Galvin, Alderperson Dorff, Alderperson Corpus-Dax, Alderperson Lefebvre, all present. Alright, now we're on to election of Chair and Vice Chair.
- I'd like to nominate Alder Galvin for Chair.
- Is there a second?
- Second.
- All in favor?
- [Committee Members] Aye.
- All opposed? Alright, so... Was it Alderperson Corpus-Dax seconded that?
- Mm-hmm.
- Okay.
- So we have a motion approved Alderperson Galvin as the Chair, and you can take over.
- I'll entertain a motion for nominations for Vice Chair.
- If you want to. I nominate Alder Lefebvre for Vice Chair.
- I'll second that.
- All in favor?
- [Committee Members] Aye.
- All those opposed? That's unanimous. Okay. Next up, approval of the agenda.
- Motion to approve.
- Second.
- Motion to approve by Alder Corpus-Dax and seconded by Alder Dorff. All in favor?
- [Committee Members] Aye.
- Any opposed? It's unanimous. Okay, approval of the minutes--
- Hold on one second.
- Oh, sorry.

- She's got to capture you.
- I'm ready to roll. I think so. I'm just not used to it. Just give me a shot. Ready to go? Okay. Alright, approval of the minutes.
- Motion to approve.
- Motion to approve--
- Second.
- By Alder Corpus-Dax, seconded by Alder Dorff. All in favor?
- [Committee Members] Aye.
- Any opposed? It passes unanimously. Okay. Under new business, consideration with possible action on a request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers. A is Engineering Aide I, Public Works; B is Truck Driver/Sanitation, Public Works; C is Parking Maintenance Technician, Public Works; and D is Park Maintenance Worker, Parks, Recreation & Forestry. Staff?
- This is gonna be reoccurring. As you can see, there will be an attached memo for a request to fill, and then there'll also be the Position Filled Request Report that will be filled out by the department heads or manager, and as you guys will go through it before the meeting, if you have any questions, we will have department heads or managers here to answer any questions you might have on each single item. If you don't have any questions for it, you could always approve them altogether. If you have to take one out separately, you can do that as well.
- Okay. Does anyone have any questions they wanna ask about A, B, C, or D?
- I do not have any questions.
- I don't.
- Alright, then we'll take all four at the same time. All in favor?
- No, move to approve.
- Oh, sorry.
- Move to approve item one A through D.
- A through D.
- Is there a second?
- Oh, I'm sorry. Motion to approve by Alder Dorff seconded by Alder Lefebvre. All in favor?
- [Committee Members] Aye.

- Any opposed? Alright. That passes unanimously. Should we also make mention, we used to do this at P&W, that these are only recommendations to Council, that if anybody wants to bring something up in Council, they certainly can.

- You would have to do it, 'cause we're all staff here and staff will be there.

- Alright. Item two, consideration with possible action on request to approve Assessor's Office reorganization as follows: A, to reclassify the Appraiser I position to an Appraiser II position, and recommend approval to fill this position and all subsequent vacancies; item B: request to retitle the Appraiser III position at Pay Grade K to an Appraiser II/III position. Item C is to request to create an additional Appraiser II position at Pay Grade H. Item D is to adopt reevaluation policy presented by the City Assessor. Staff?

- Alright, so what we have here, as you can see, A through C are some recommendations from the Human Resources department that HR Operations Manager Faulds will discuss, and then from D, we'll have our city assessor, Mr. Schwandt, discussing that, so I think Melanie Falk can start.

- Can we get a summary?

- Sure.

- As noted in the report in November of last year, Alder Moore submitted a communication to Finance Committee, asking the assessor to prepare a policy reform for the city's reevaluation process. In December of last year, the Finance Committee recommended that Human Resources work with Russ, take a look at the current structure, and determine whether he had the appropriate staff with levels and structure to do this. So, after several meetings with the assessor as well as the finance director, and after conducting a survey of Wisconsin cities that have an assessor's office, they don't contract out, we came up with our recommendations, and what we noticed as a result of those survey results is that smaller cities with less parcels have the same number of staff as Green Bay. We also took a historical look back at the assessor's office, and in 2007, there was a major restructuring and reduction in staff. Prior to that, the assessor's office had a staff of nine, and in 2007 they were reduced to five. Since that time, in talking with the assessor, there's been an uptick in construction and modeling due to low interest rates, we got a great deal of growth in the commercial public sector, permit activity is up, and because of that, the survey results, as I mentioned, we were making those recommendations. One of those is the addition of a new Appraiser II. We're asking that that be effective 1/1 of next year, so we look at budgeting that at that time. We also wanna reclassify a vacant Appraiser I to an Appraiser II. That Appraiser I was recently promoted to an Appraiser II vacancy. The reason for that is the Appraiser I can only conduct residential or mobile-home appraisals. The IIs can do residential as well as commercial, so in talking with the assessor, there are some efficiencies that can be gained having these Appraiser IIs that can do all of those, as well as the assignment to a quadrant. Each of those Appraisers will be assigned a quadrant, will learn the area, can better assess or look at changes, understand the properties, and our current structure wouldn't allow us to do that. We're also asking to retitle an Appraiser III to a II/III, and we have a couple of positions already in the city table of organization where we want them to be flexibly staffed, and we're requesting that for the Appraiser II/III. We had some difficulty recruiting at the III level, and the intent at this point is to either promote from within, a II to a III, or each time that we go out to recruit, we are recruiting for a II or a III, dependent on qualifications. We did take a look to make sure that our salary was in line for that position, we were somewhat concerned with why we weren't getting qualified candidates, and as you'll see, based on my study, we're paying a very competitive wage rate. So, there isn't any recommendation to raise that salary at this time. And I think that those were the recommendations. The fiscal impact to increase the Appraiser I to a II level is about \$6,000 annually; that will be a little bit less for 2018, as if this is approved, we're looking at throwing it in May or June, and then the fiscal impact to add a new Appraiser II with benefits to the table of org is about \$85,000.

- Go ahead.

- So does that bring the number of appraisers up to six? From five to six, total, now?
- There is a table of org attached. We would have four Appraiser IIs and one Appraiser II/III. So, it would bring your appraisal staff to five and then the city assessor is six, so staff is six from five.
- Okay, 'cause you had mentioned it went from nine to five.
- Back in '07, yes.
- So then adding--
- We're adding one position.
- So it would be at six. Okay, thank you.
- Does the city assessor feel that we need more staff than that, or is that just... We went from, it seemed like a lot. That's quite a dip down. So I'm just wondering, is this a long-term plan to increase the staff a little bit more every few years, or we're just waiting 'til they get so bogged down, they can't do their job and then we add another one?
- I think I'll defer that question to our assessor.
- [Russ] Hi. I think that's a good question. Right now, we've looked ahead, and with the help of HR, they've been very helpful going through this process. I think the plan we've got in place actually does allow us to move forward with this. We've got a new software system in place that will allow us to do things that we weren't able to do in the past, and we've got the efficiencies of the data that we've had that we didn't have in the past, that we're not having to go and knock on doors, that we were required to do in the past. With the data we have, plus the people that I'm going to be training, I think we're gonna be able to do this. Not to say that something will happen, the laws will change in the future that will require us to do more and there will be sometime we have to add more people, but as I see it now, with the laws that are in place and the staff that we're going to have, I think we're going to be fully capable of doing the job that we're required to do. In that vein, the reevaluation process that I've outlined is gonna be where, when I get the staff trained fully, so that we have a commercial person plus the people trained to be fully capable in their quadrants that they're gonna be assigned to, I think after their training, with that, I think probably over a period of four years, we'll be able to do a complete reevaluation of the city, and then every five years after that, we'll be on a continuous cycle. That way, we'll be within the required allotment that the state allows us to do every five years, and then from there on. If they do change laws to make it better for us, I don't know, but that's something we're shooting for right now.
- And Russ, do you mind just saying your name and title?
- [Russ] Russ Schwandt, I'm the city assessor, I'm sorry.
- Okay.
- I don't know if this is a question for you or for you, but here it says that we have old-system contracted staff, we have two, and then on the next page, when we're looking at the new proposed staffing changes, under contracted staff, there is no number.
- [Russ] Well, what we're looking at right there is the contracted staff, because the Appraiser III that we had prior to this process, that hire was our commercial person. That's what the contract staff is helping with, the commercial, and they do help with the residential until we get fully staffed and have a commercial person in place, I anticipate keeping them on board in a capacity and as we get more trained, their hours will go down,

and along with that, the amount that we're contracted out. At one point in time, when we get fully staffed and have a person that is capable of doing the commercial work on their own, then I don't see us having to need to have outside contract work. I mean, if we annex a bunch of properties, then I don't know, that could be something that's out of my control, so that's the plan right now.

- Okay. Thank you.

- You're welcome.

- Any other questions? Alright, thank you. I'll entertain a motion.

- I'll so move.

- Actually, should we have a motion to take all the items as one?

- Yeah.

- I'll entertain a motion, then, to take all these items as one. So that would be number two, A, B, C, and D.

- I'll move to take together two A, B, C, and D.

- Second.

- Motion by Alder Lefebvre to take item two, A, B, C, and D as one, seconded by Alder Dorff. Motion to approve?

- All those in favor.

- All those in favor?

- [Committee Members] Aye.

- All those opposed? Alright, that's unanimous.

- Thank you.

- Alright. Item number three: consideration with possible action on request for out of state travel for Commander Ebel--

- We didn't vote to actually approve it, though. Just to bring them all together. Or to approve them all together, you said.

- We approved them all together.

- Oh, okay. I'm sorry.

- That's fine.

- Anyway, consideration for possible action on request for out-of-state travel for Commander Ebel and Lieutenant Cain to attend the NFL Security Conference in Carlsbad, California, May 16th through 18th, at no cost to the city for transportation, room, or board. Staff?

- I guess for these items, whenever there is out-of-state travel, or travel for a conference that has been approved through the budget, this will come to the Personnel Committee, so that's why you're seeing that.

- Does anybody have any questions?

- Move to approve.

- Second.

- Motion by Alder Dorff and seconded by Alder Corpus-Dax to approve. All those in favor?

- [Committee Members] Aye.

- Any opposed? That passes unanimously. Number four: consideration with possible action to approve the Memorandum of Understandings with the Green Bay Professional Police Association to add a Police Sergeant Classification and to amend Residency. Staff.

- So, as you know, the police department has a bargaining unit for its officers, and the city and the Green Bay Professional Police Association has been bargaining for some time, I think over two years, I believe, to get the Sergeant position added to the police department, and this is a tentative agreement that has been ratified by the Green Bay Professional Police Association, and I know it's in the packet, but I could go over some of the highlights if that's what you'd like me to do. The first MOU is to add the Police Sergeant classification, so some highlights is that the number of police sergeants will be at the discretion of the chief, the Sergeant positions will be filled based on attrition from Captains and Lieutenants units. However, with all the Lieutenant positions, they will not all be converted to Sergeants; we will have both Lieutenants and Sergeant positions. The Sergeant positions will be represented by the Green Bay Professional Police Association. To be eligible to be a police sergeant, you must have six years of experience to test for a sergeant, but then you must have seven years of experience as a Green Bay police officer on accepting appointment of the Sergeant position. The rate of pay for the Sergeants will be \$1.25 per hour above the Specialist II rate of pay. The Sergeant positions will count towards minimum staffing, Sergeants will perform supervisory duties, including conducting performance appraisals, participating in the selection process and recommending the initial stages of disciplinary action as appropriate. The provisions of Article 40 unit duties will not apply to the sergeants; what this means is that sergeants can do supervisory duties and also non-supervisory duties as well. Then, sergeants will be eligible for overtime; they can pick vacation amongst the Sergeant position classification. The second MOU that is attached is a slight modification to the residency in the agreement. Essentially, it changes what police officers need to be within the residency limits, and also it cut out some of the language in there as well, so then the staff can reside outside of 20-mile jurisdictional of the city limits, but it will only be paid for compensation of one half-hour of travel time to get within the city. If you guys have any questions for me, you can ask me, or Chief Smith is also here.

- Yeah, I've got a list of question, sorry.

- No, it's okay.

- Alright. What's the separation gonna be between a sergeant and lieutenant, as far as pay goes?

- I know for the... I do have the numbers that for each Sergeant position that is created in place of a Lieutenant position, the cost to earnings will be about \$5,800. So, \$5,800.

- That's just from base salary?

- Base salary.

- Okay, it doesn't include overtime or anything, alright. At what point in time can a lieutenant test for a... Is it only sergeants that can test for lieutenant now, or can a patrolman jump and test for lieutenant?
- [Chief Smith] The plan is to build up a pool of sergeants big enough so that sergeants will be the pool for lieutenants. So it'll be a regular progression: police officer, sergeant, lieutenant, captain, commander.
- Okay. Spec I and II are just pay grades right now?
- Correct.
- Okay.
- You outlined a little bit of what they'll be doing as duties, but are they going to be, when it says asserting discipline, how entailed does that get? Are they gonna conduct the investigations or are they gonna do the initial write-up?
- [Chief Smith] What they'll do is they'll do the initial write-up. They'll be in the field constantly, monitoring what's going on; when they go to the scene, they'll be in charge of that particular scene, they'll be responsible if they see some type of misconduct or misconduct gets reported to them by a citizen, it'll be incumbent upon them to bring that to the attention of the lieutenant. So, maybe write a brief outline of what happened and turn that over to the lieutenant, who'll determine how much of an investigation gets done, and ultimately, it'll go through the chain of command for discipline.
- So they will be putting pen to paper?
- [Chief Smith] Correct.
- Okay. What about sitting the desk? Will they be doing that?
- [Chief Smith] We had a hard time getting them to agree to that, so for right now, they won't be sitting at desks except if it's an emergency, your lieutenant needs to run out for something real quick, but I think we talked about 45 minutes would be the longest they'd sit at the desk without being compensated as a lieutenant.
- So they can work as a lieutenant, then? If need be?
- [Chief Smith] Temporarily, to fill in if the lieutenant had an emergency and had to leave the station or something like that.
- But if they can't fill a lieutenant's position, they will not be able to work a whole shift?
- [Chief Smith] Correct, they will not be able to work a whole shift as a lieutenant.
- Right now, I was reading through the safety-staffing levels. How many officers are allowed off per shift right now? Old school?
- [Chief Smith] I'd have to refer to Paul Ebel and let him answer that; you know that question?
- [Commander Ebel] It hasn't changed since you left, Bill. It's four officers day, four officers afternoons, two on evenings, and four on night shift.
- And will that change with the addition of sergeants?
- [Commander Ebel] It will not; sergeants will pick amongst themselves. That was part of the negotiations.

- So technically, we could end up with five off at a time?
- [Commander Ebel] Certainly.
- Which is something that could impact overtime and staffing levels there?
- [Commander Ebel] It could.
- So it could end up costing us more in the long run?
- [Commander Ebel] It depends on how many sergeants we have on shift.
- And how many are you planning on having on shift when it's all said?
- [Commander Ebel] When it's all said and done, my ultimate goal would be three lieutenants and three sergeants.
- And one captain?
- [Commander Ebel] Well, it depends on what that structure looks like, and we can't predict that.
- I'm looking at the proposed structure here, it's showing three shift captains.
- [Commander Ebel] Yes.
- [Chief Smith] We had planned on putting shift captains back on June 3rd, back into the Shift Captain position, but eventually, those captains that are there are gonna attrit out and we're gonna lose a commander, we're gonna lose several captains in the next few years, and my plan is to not fill those positions. The attrition of those Captain positions that we don't fill will result in the savings of \$14,644. I plan on making a couple of those Captain positions into Sergeant positions. So, there'll be more people in the field, fewer people in administrative positions, is the goal.
- Okay. So, say nobody takes off. What are we anticipating? How many extra officers per shift will there be on the roll?
- [Chief Smith] Well, eventually, we're gonna have, I think, we're looking at about a dozen sergeants in the field, and those will come from the Lieutenant positions that we are vacating, so there'll be people out in the field that can actually do the work; it'll be about a dozen.
- But that's spread over three shifts and some will be on their days off, so one or two a day, maybe?
- [Chief Smith] One or two a day, it sounds reasonable.
- Okay.
- Can I piggyback on your question?
- Yeah, go ahead.
- So who's going to be doing the work of the captains and the lieutenants? I know they're doing stuff now.
- [Chief Smith] They are doing stuff, yeah.

- So who's gonna take--

- [Chief Smith] Some of those positions, for instance, I think the Captain position that's in Investigations, that'll be filled by a Lieutenant position, and eventually, we'll attrit those out and have other people doing the work that's on there. Some of the work is gonna get consolidated. As you know, we had four captains working together as community-police captains; one is no longer there, retired, so we're compressed that down to three captains now. With the captains going to the watch, we'll put one captain in charge there and have the lieutenant on each side of the river to supervise the community-policing officers that are out there on the East Side and on the West Side.

- So, as an alder, I really counted on my district captain, and my district captain would sometimes need to be there on weekends for something, or in the evening for something, would definitely be communicating with me whenever there were things going on, so it looks in this table of organization there will be one community-police captain. Who will be the contact person for the alders, then?

- [Chief Smith] Well, you have the opportunity to call either that one single captain or the lieutenant that's assigned to that side of the river, or you can contact the community-policing officer directly, but there'll be one captain in charge of all the community policing for both sides of the river.

- So a lieutenant will be like a district lieutenant?

- [Chief Smith] Correct. My expectation is that lieutenant will be working more evening hours, afternoon and evening hours, picking up some shifts on the weekends and spending more time in the field with the officers, so that would be an excellent person to contact if there's a day-to-day problem or a day-to-day concern of one of your constituents.

- It also went the other way, where they contacted us, because sometimes they knew about an issue that we needed to be alerted to as alders, so I hope that we can keep that two-way communication. It was easier when you had that one captain as a point person, so you had that communication going, but I feel more comfortable knowing now, though, they'll be district lieutenants.

- [Chief Smith] Right, and the district lieutenant, as I said, will be working on probably a later shift during the day, be more available during the evening hours when we get plenty of calls from people that have concerns after work.

- Okay.

- This new 20-mile limit that we have, how is that different than what was before? What's different?

- [Commander Ebel] That is language structure. The state of Wisconsin went to the corporate city limits as opposed to taking the police station and going 15 miles; it's now changed to 20, but it's from the corporate city limits. So, you could go from, say, Military and Belt and it'll be 20 miles from that. That's the corporate city limits.

- Okay, and that's just for officers that are K9, SWAT. Do we pay those officers to come in? Like, we call them on overtime, do we give them travel time?

- [Commander Ebel] We give them travel time if we call them in... For safety-staffing emergencies, when we call them in, we back up the time when they report to their shift commander ready for duty.

- So their overtime starts when they report for duty?

- [Commander Ebel] We back it up half an hour, correct.
- So we're paying them to live outside the city? In essence?
- Only if we call them in.
- Only if we call them in.
- [Chief Smith] We're paying for their travel time from outside the city if we call them in.
- So for the guy that lives inside the city, he gets called, he gets nothing when he reports--
- [Commander Ebel] No, he gets the same benefit as that person. They show up to the shift commander's desk, they report, they get backed up 30 minutes.
- Everybody gets a half-hour.
- So everybody gets a half-hour backup when they get called in?
- [Commander Ebel] Correct. As opposed to in times past, where you would call somebody and they would show up an hour later, because they had their shower and they had to eat something, then they came to work, and they would get time, if you remembered correctly, they would get time from the time that phone rang until they got there.
- Yeah, well that changed before I left, so it might have been changed quite a bit before. Do we document on how long it takes officers to respond? If it takes them an hour and a half to two hours to respond, do we really need to have them coming in? I mean, I know one department, they do it by radius. The closer you live to the station, you're the one that gets called first, 'cause you're able to respond sooner to the department for anything that you're needed for.
- [Commander Ebel] It makes sense, but that would require us to negotiate.
- Yeah, absolutely.
- How many fewer captains will there be?
- [Chief Smith] Right now we have six; we're looking to reduce the number of captains from six down to three or four.
- And increase sergeants and lieutenants?
- [Chief Smith] Every time we remove a captain, we plan on making a sergeant; every time we remove a lieutenant, we plan on making a sergeant, so there's gonna be more people in the field. We'll keep the ones that we need in the positions that are critical, professional standards: obviously, a commander down in Detectives, maybe a captain in charge of community policing, and then maybe a chief-of-staff type of position, but it'll depend on how fast the captains that are there attrit out.
- I just hope you're not under-staffing yourself at the higher levels.
- [Chief Smith] There's some really talented people in the department at the lower ranks, there's some people that I think even at the Police Officer rank would make a really good chief of staff, people that have a lot of life experience, people maybe have had a career, prior to coming on the police department, in the military, I think they would really do well in an opportunity to work, let's say, a chief-of-staff position if someone has some

managerial experience in their past, and they wouldn't have the rank but they would have the position, and that's been successful in other agencies, and I think now that we are able to compete for these positions, I think it's a great opportunity for people to get more broad background in different spots in the department and become better police officers and more well-rounded police officers.

- What will the test process involve to become a sergeant?

- [Chief Smith] It's gonna be a 50-question written exam, and then there's gonna be an oral interview with an interview panel that's gonna include people from inside the department, some are from HR, Celestine Jefferys, most likely, and a couple other folks, and that'll be an interview panel. We have questions already set, we're looking to incorporate, after looking at some other agencies, we're looking to incorporate maybe some scenario questions in there: "Tell us about a time," or, "What would you do given this fact pattern?" There'll be a peer review, and then a personnel-file or jacket review.

- Is there gonna be any training for 'em?

- [Chief Smith] Yeah, the plan is to have, what I'd like to see is 60 days of training. We've already been in contact with other agencies, including Milwaukee. We'd like these sergeant candidates to go and work in some other agencies like Milwaukee and spend a few days in a busy area in Milwaukee with a sergeant, watching how they do it, maybe spend some time with the sheriff sergeants that they have and seeing how they do it. Of course, we'd give them our own internal training on leadership and what we expect out of a sergeant. I'm thinking maybe 60 days of training, 60 days where they'd be learning classroom training and in-the-field training, and then they would be out in the shifts.

- Okay. I guess what I'm looking for is some assurances here. I was one of the last sergeants, okay? And I remember what that was like, and I've seen some of the issues you've been dealing with, and some of the other chiefs had to deal with, and I guess I just wanna make sure we're going in a different direction, and the reason I ask on that training is so that when these young men and women are promoted to this rank and they're mentoring these young officers, that with the right kind of training and the right mentoring by lieutenants and captains, that we avoid some of these pitfalls that we've found ourselves in, and the department continues to improve itself as it moves forward, so that's why I'm asking about the training.

- [Chief Smith] I think it's absolutely critical. I think it's absolutely critical that they learn from people that have been sergeants in other areas, learn the leadership things, learn all the different dynamics it's gonna take to be a sergeant. Fortunately, I'm sitting on about 11 candidates who've submitted applications right now, and if I read off the list, you'd be, I think, very impressed with the quality of the people that wanna be sergeants on this department, people that passed up the opportunity to be lieutenants because they wanna be sergeants: people with many years of experience, people with prior experience in other agencies. I think you'd be really happy with the candidate pool.

- I met one the other day and I think he'd be great, so, I mean, absolutely. I know this is getting the cart, maybe, ahead of the horse, but how long does a person have to be a sergeant before they can test for lieutenant?

- [Chief Smith] You know what, I think right now, our Lieutenant testing process is six years. I don't anticipate having to run a lieutenant test for a while, because we've got a glut of lieutenants, so I suppose that's something that we're gonna have to work out; maybe down the road we'll make it a total of eight years, and maybe a couple years with sergeants, but we haven't had a chance to work that out yet. But again, I don't anticipate making another lieutenant for a couple years, at least.

- Alright.

- Are the Traffic Officer positions, is that new? 'Cause they're in bold on this chart.

- [Chief Smith] We have had Traffic Officers for a little over a year now?
- [Commander Ebel] It is colored a little different; it has some standouts 'cause they're individual schedules.
- Oh, okay.
- [Commander Ebel] Instead of a work-form schedule.
- Thank you.
- I apologize for all the questions.
- I love it, no, I think it's great. We've been beating this up for two years now with the union, many attempts to get it to pass, and we finally, I think, hammered out an agreement that everybody can really agree to. I think 67% was the pass rate when it came to union's agreement with it, so I think we spent plenty of time on it, plenty of long hours meeting with them.
- It certainly looks like you've put a lot of time and effort into this, and addressed some of the issues that kinda maybe led to the demise of the sergeants back in the '90s.
- [Chief Smith] The thing that I think is the best for us is that we were able to change the contract, now it's competition for that spot. So, I think it's gonna be some pretty vigorous competition to get the first few spots, I think the candidate pool is really good and I'm really impressed with it, but I think we have a really solid testing process, and Ben and his crew in Training Division are working on coming up with the best practices for getting them trained up, in contact with the chief in Milwaukee, pulled stuff from other agencies, so hopefully we'll come up with a really good training program once we kick this off later next month.
- Thank you.
- So, in two sentences, the main reasons you're doing this, you're changing the organizations, are what?
- [Chief Smith] To provide better structure for the department so that we can keep Green Bay safer. The ultimate goal is to put more police officers that can do work, meaning answer radio calls, patrol our streets, on the street and fewer people in administrative positions. Every lieutenant that I had out there couldn't do what we would call real police work. They couldn't stop people and they couldn't take interviews, they couldn't conduct investigations, they couldn't do many of the things that we want our police officers to do. A sergeant will be able to do all of those things. So, I think it's gonna provide better public service, I think it's gonna save money for the city, and I think it's gonna be an all-around benefit, and people are gonna see more cops out on the streets, more cops doing stuff, and I think we'll get better supervision out of a police officer that becomes a sergeant and still can do police work.
- Alright, we have a question from Alder Steuer, but I just want to clarify something so we don't get any of these people that go off on tangents. Lieutenants and captains are policemen, they've taken an oath; if they see something happening, they can take all the police action that a regular police officer can.
- [Chief Smith] Absolutely.
- They just can't be dispatched like patrol officers to take accident reports and things like that.
- [Chief Smith] Correct, they don't take accident reports. In emergency situations, we're all cops and we all react, we all do exactly what you want.

- I just wanted to clarify that before--

- [Chief Smith] Sorry if I was--

- No no, you just never know, some people get off on these little takedowns.

- [Chief Smith] And don't get me wrong, our lieutenants and our captains are working, everyday they're working, we make sure of that. Saying that they don't do work means they don't answer radio calls and do the primary functions of a patrol officer, which they are prohibited from doing by our contract.

- Alright. Alder Steuer?

- [Alder Steuer] Thank you, Chair. Do I need to come up?

- No.

- Wait, I don't know, does he need to come up?

- Yean, I think he should.

- You need to come up.

- [Alder Steuer] Alder Steuer, District 10. Actually, for the chief or for Bill: when sergeants were taken away, what year was that--

- '97.

- [Alder Steuer] And can someone give briefly to the reason why that was?

- Yes. At that time, there was a different dynamic within the bargaining unit and the relationship between the bargaining unit and the city. Jim Lewis was brought in to be a change chief, and he came from Bakersfield, California; they had different structures and ways they worked out there. The sergeants were acting as patrolmen but not so much as supervisors, maybe as much as they should have, so to effect the change, he wasn't able to come to an agreement with the bargaining unit, so we felt it was necessary to remove that rank, create lieutenants instead, so there was a definite separation between the supervisors and the rank and file. Subsequent to that, the department has continued to improve, year by year, chief by chief. Obviously, we've hit that point where it looks like they can reinstitute that sergeant rank and get a bigger bang for our money and our effort. I know that before I left, we were having problems getting people to be lieutenants, because it was such a jump from patrolman to lieutenant, and they kept lowering the amount of years necessary to get on and I think we ran into some issues, maybe, as relates to maturity and things like that. That's why I've always liked the Sergeants position, but at that time, you could see where it was necessary; there had to be some way of effecting the change.

- [Alder Steuer] Well, I understand all that and I commend Chief and your thoughts on that as well. I like the process and I'd like to see it continue. Thank you.

- Thank you, sir.

- Any questions?

- No, I think that was well done, to understand what the process is and what you're going through, and the reasoning for it.

- Okay.
- Okay.
- I'm good.
- Thank you.
- Four? I'll entertain a motion.
- Motion to approve.
- Seconded.
- Motion by Corpus-Dax to approve, seconded by Alder Lefebvre. All those in favor?
- [Committee Members] Aye.
- Any opposed? Passes unanimously, and I actually have here my old sergeant's badge; I brought this along just for this occasion.
- And show the picture.
- Oh yeah, a much younger picture of when I was there, and had a little bit more hair, but... Anyway. Okay. Item number five-- Oh, sorry.
- Alright, we're good.
- We're good? Okay. Item number five: consideration with possible action to adopt the revised Police Department table of organization.
- I think we've already talked about that.
- But does anyone have any questions?
- No.
- Alright, we're good.
- Move to approve.
- Second.
- Okay, motion to approve by Alder Dorff, seconded by Alder Corpus-Dax. All those in favor?
- [Committee Members] Aye.
- Opposed? Passes unanimously. Okay. Alright, we're ready? Alright, item number six: consideration with possible action to modify Personnel Policy, Chapter 29, HIPAA Privacy Policy. Staff?
- We do have an in-play handbook that has all of our policies in it, and HR department works with the law department to make sure that we're in compliance with all their policies, and this is one of our policies, the

HIPAA Privacy Policy, that we needed to update to come in compliance in. We have changes from our old policy to our new one, and that's what we're doing right now.

- Alright, so this will just be issued to all department personnel once it's approved?

- Yep, that's correct. Also, there'll be a notice of appeals privacy rights will be put on the website as well for all employees to see, and we'll also be having HIPAA training next month as well.

- Okay. Any other questions? I'll entertain a motion.

- Motion to approve.

- Second.

- Motion to approve by Alder Corpus-Dax, seconded by Alder Dorff. All those in favor?

- [Committee Members] Aye.

- Any opposed? That passes unanimously. Number seven: consideration--

- One moment, please.

- Oh.

- Not yet. So fast.

- Alright, you're almost caught up with me. Item number seven: consideration with possible action on request by Alder Dorff to determine if there is a need for two meetings per month during the summer for the purpose of setting summer hours for the staff as well as setting the summer meetings for June, July, August and September for City Council.

- Do you wanna take that?

- I can talk about the history. Last summer, we had some incredibly long meetings. Now, we had some topics that were extensive and some people that talked a very long time on each one of the topics. One time, we went 'til after three in the morning. We went 'til two in the morning, we went 'til one in the morning. So, I had brought to Council a motion that was not for two meetings a month. It was was a motion that we end our meetings at 11 o'clock, a time-certain ending for meetings, and if needed, that Thursday after that Tuesday meeting would be held for an additional meeting, if it looked like the time would go past 11. The public would be there waiting to testify, we had testimony at 1:30, two in the morning from people that had sat there all night. It was not conducive. Somehow, when the motion was made, it got changed to having two meetings a month, which, in looking at the data, in my opinion, is probably not a necessary thing to do, and it really does eliminate time for staff to be able to take vacations, for even the Council members to be able to take a vacation, so I would like to propose we go back to the way things were and that we just have one meeting per month, and we bring in that, and that would be on the third Tuesday of each month. The reason I didn't go with the first is because the July 4th week, you're not gonna have a council meeting that week, so the third Tuesday of each month, in my motion, would be, can I do that now? Okay, to have council meetings on the third Tuesday of June, July, August, and September, and to eliminate that second meeting of the month during these summer months.

- Any discussion?

- We need a second.

- I'll second it.

- Okay, motion by Alder Dorff to go to one council meeting for the months of June, July, August, and September, to take place on the third Tuesday of each of those months, seconded by Alderperson Lefebvre.

- Is there any data that you have to share with us?

- I do not; you know what, I just thought when you brought that up, I did go through and I can say that I did go to all the meetings in the summers, and it's really, the point you brought up about it's more the content at the meeting, sometimes we could have a special meeting if we feel like something's gonna come up. It felt like the meetings, some are very short, some are very long; it doesn't matter if we have one or two a month, it just depends on the content of the meeting. And if I could add one thing as well, there is sometimes a concern about special permits for special events, like liquor licenses. We can grant the authority to Protection and Welfare to approve those licenses, so people have to wait a whole month to get those as well.

- I've been on Protection and Welfare, and that's exactly what we would do, even in the past years, when we only had the one meeting a month, we did that, so it's pretty common.

- Would you have to include it in the motion? Will it be that Thursday?

- No, I think if we needed a special meeting, I think we would, at that time, leave it up to Council to decide, right? That's happened before, so we wouldn't necessarily state that.

- I guess I have a couple questions before I ask for a vote. Would we be determining... Are we gonna set midnight, one o'clock, 11 o'clock as too late, let's call it quits?

- Well, my next motion we're gonna discuss is about starting meetings earlier, so we might wanna talk about it at that point.

- Second thing would be, if we do decide, at some point during a council meeting, that it's enough, let's pack it in, let's finish this up another day, how much time do we need to do the proper legal notification and planning?

- Hmm, that's right.

- Vanessa Chavez, City Attorney. The good news is that when you continue a meeting, you're just giving that 24-hour notice. It's not like canceling a regular meeting, it's a much easier process. As long as you're telling people when you're gonna reconvene, that's really what's necessary. And the special meeting, the good news too is that it's 24-hour notice, so if you guys decide on Tuesday that you need to convene on Wednesday or Thursday, you're able to do that just with that--

- And we know that County board always meets on that Wednesday, which is why we didn't want to consider that Wednesday, in the past.

- The third Wednesday.

- Okay. Alright. Thank you.

- You're welcome.

- I think this also is a great thing for the staff, because can you imagine them, having to be there 'til one, two o'clock, three o'clock in the morning? Then they have to go to work the next day? I mean, that's...

- It was quite difficult. Quite.
- Any other questions or comments?
- Nope.
- We have a motion, all in favor?
- [Committee Members] Aye.
- Any opposed? That passes unanimously. Alright.
- We have to wait, we have to wait.
- Okay. Item number eight: consideration with possible action on a request by Alder Dorff to determine the feasibility of setting a new starting time for City Council and to adjust the staff hours accordingly. Barb?
- I can talk about that. We came very, very, very close to doing this about a year ago, and one of the alders had a different job at the time that he just got in, and it would have interfered with his ability to get there, but since that time does not have that same job anymore, you know what I'm talking about, so I would like to propose, well, we can talk about it: I was thinking of six o'clock.
- Yeah, I agree. I think six o'clock sounds fine. It gives time for people, they have a job, to get home, the alderpeople, to get home and grab something to eat and then come to the meeting.
- Are you making a motion?
- I certainly could. I will move that we consider six o'clock as a new starting time for City Council and to adjust the staff hours accordingly.
- That's not just for the summer, that's--
- For all the meetings.
- Second.
- Okay, the motion by Alder Dorff to change City Council meeting start times to six o'clock, seconded by Alder Lefebvre.
- Are we also appointing an end time or is it just the start time?
- That's not on the agenda, right? So we might have to have that as--
- We gotta address that.
- At another meeting, 'cause it's not on there.
- I would have to say, I like the idea of starting at six. People work; planning six o'clock allows enough flexibility for people to make it to the meeting, and at the same time, I've seen people die on the vine waiting for their item to come up at these meetings, and they go so late. I think, actually, the late starting time hindered the public's participation in the meetings and their ability to be there through some of these long agendas and get their chance to say what they have to say, so I'd be in favor of a six o'clock start time.

- Would you want to add what day you'd want to start with that? 'Cause obviously it can't happen in the next Council meeting. Would you like to--
- The June meetings? Oh, here comes Attorney Chavez.
- This would be an ordinance change. Our ordinance actually designates what time we start and what day the regular meetings are supposed to be on, so it would just take effect after the ordinance takes effect.
- Can the ordinance come to Council next week?
- [Veronica] It can.
- And then first reading, and then could go to the second meeting in May?
- [Veronica] Yes.
- So it could start, tentatively, it could start in June?
- [Veronica] Yes.
- Are we changing the ordinance with the last item when we're going to the third Tuesday?
- Is that an ordinance change too?
- [Veronica] Our ordinance says that we have meetings on the first and third Tuesdays of the month, so you're just suspending that, you're canceling, essentially.
- You cancel the three, okay.
- Okay.
- Okay.
- So, all in favor?
- [Committee Members] Aye.
- Any opposed? That passes unanimously.
- Great.
- Okay. Under item E, informational. Number one: recruitment initiated for Neighborhood Compliance Inspector, limited-term position approved as part of the 2018 budget.
- The reason why this is informational is because this item and this position was approved by County Council during budget last November. In the past, these positions have been approved by County Council during the budget, and then we brought it to Personnel as a request to fill the position and it was approved again, and just to help with, maybe, efficiency and to have the HR department or whatever department it is fail to recruit right away and then give you information that we are recruiting for this position, because it already has been approved, that is why it's informational.
- Okay.

- Motion to receive and place on file, or what?
- That's what it would be.
- Okay, move to receive and place on file.
- Second.
- Second.
- Okay, motion by Alder Dorff to receive and place on file; seconded, I think won by a hair, was Alder Corpus-Dax. All in favor?
- [Committee Members] Aye.
- Any opposed? That passes unanimously. Item number two: report of--
- One moment, one moment.
- Oh, oh, shoot. I was getting better and then I blew it.
- He moves a little too fast.
- I'll get faster.
- Alright? Item number two: report of routine personal actions for regular employees.
- Again, this is just informational for you guys to look at, there's not much to report from staff on it. If you ever have any questions, feel free to ask.
- I'll entertain a motion.
- I motion to receive and place on file.
- Second.
- Okay, motion by Alder Corpus-Dax to receive and place on file, seconded by Alder Dorff. All in favor?
- [Committee Members] Aye.
- Any opposed? That passes unanimously, and our next meeting date is May 8th, 2018.
- Do we have to do that?
- You can't do that, it's just a--
- Okay. Alright. We don't have a public hearing this time, right?
- No public hearing, so I would entertain a motion to adjourn.
- Motion to adjourn.
- Second.

- Okay, motion to adjourn by Alder Corpus-Dax, seconded by Alder Lefebvre; all in favor?
- [Committee Members] Aye.
- Any opposed? And we stand adjourned. Thank you.