



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 29, 2019, 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

Present: Barbara Dorff, Bill Galvin, Ald. Mark Steuer (filled in for Ald. Kathy Lefebvre),

Excused: Veronica Corpus-Dax

Others Present: City Attorney Vanessa Chavez, Park, Recreation and Forestry Director Dan Ditscheit, Finance Director Diana Ellenbecker, Human Resources Director Joe Faulds, HR Operations Manager Melanie Falk and others.

B. APPROVAL OF THE AGENDA.

Moved by Ald. Barbara Dorff, seconded by Ald. Mark Steuer to approve the agenda. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from January 8, 2019.

Moved by Ald. Barbara Dorff, seconded by Ald. Mark Steuer to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Consideration with possible action on request from Parks, Recreation & Forestry Department to reclassify the vacant Mechanic Foreperson position to a Mechanic position.

Moved by Ald. Barbara Dorff, seconded by Ald. Mark Steuer to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

2. Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 11 Travel and Reimbursement to eliminate prior authorization for cost neutral or out-of-state travel.

Moved by Ald. Mark Steuer, seconded by Ald. Barbara Dorff to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

3. Consideration with possible action to amend Chapter 17 – Safety and Chapter 22 – Dress Code to include policies for Key/Card Access Control and Employee Identification Badges.

Moved by Ald. Mark Steuer, seconded by Ald. Barbara Dorff to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

E. INFORMATIONAL.

1. Report of routine personnel actions for regular employees

Moved by Ald. Barbara Dorff, seconded by Ald. Mark Steuer to receive and place on file. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

2. Next meeting date: February 12, 2019.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Ald. Barbara Dorff, seconded by Ald. Mark Steuer to adjourn. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Mark Steuer, No- None, Abstain- None

VERBATIM MINUTES

- All right, it's the start of the Personnel Committee. We were delayed a little bit and now I have a quorum with Alder Steuer, Dorff, and myself, Galvin, present. So that takes care of roll call.
- Move to approve the agenda.
- Second.
- All in favor?
- Aye.
- Aye.
- That passes unanimously. And I'll look for approval of the minutes.
- So moved.
- Second.
- Second by Alder Steuer. And all in favor?
- Aye.
- Aye.
- That passes unanimously.
- Regular Business.
- Now we're on to Regular Business? Good, okay. Under a DI, Regular Business. Consideration with possible action on a request for Parks, Recreation and Forestry Department to reclassify the vacant mechanic foreperson position to a mechanic position. Staff?
- So you have attached the memo from HR Operations Manager Falk, that discusses, they looked at the position and just assessed that there's not a need for a foreperson, just a need for a mechanic, so that's what the memo outlines for that.

- Okay, does anyone have any questions for staff on this?

- Sounds like a plan.

- Okay, consider a motion.

- Move to accept.

- And I will second.

- All in favor?

- Aye.

- Aye.

- That passes unanimously. Consideration with possible action to amend City of Green Bay Personnel Policy Chapter II, Travel and Reimbursement, to eliminate prior authorization for cost-neutral or out-of-state travel. Staff, we had this once before, and I can't remember why we sent it back to you.

- So the reason why, and so at the last Common Council meeting, it was approved to have in-state travel treated the same as out-of-state travel, in the sense that the Common Council will approve the budget and then the department heads will be the ones authorizing the in-state and out-of-state travel. So it had to come back to staff to make the changes to the policy, then you guys approve the policy. Going forward with some of these situations, I think what we can do is, if we have it approved at Personnel, at the committee, I can ask that we can approve that staff makes the appropriate changes for Common Council so we don't have to send it back to the second, the next meeting. And then at Common Council you can approve the policy language and see if we want to send it back or hold it again.

- Okay, so in the past, how did we do it?

- We had to approve every single time. Every single, even when it was cost-neutral.

- Okay, I would think that the department head should have discretion once the money's in their budget.

- And that's what the changes outlined and we'll allow.

- Okay, I'm good. Motion to accept.

- Second.

- All in favor?

- Aye.

- Aye.

- Aye.

- Passes unanimously. Number three, consideration with possible action to amend Chapter 17, Safety, and Chapter 22, Dress Code, to include policies for keycard access control and employee identification badges. Staff?

- So the city bonded for some funds to upgrade the security for City Hall, so part of that is having the electronic door access and also key cards for employees. So you have is, the policies for Chapter 17, is the safety policy's been amended to go over a keycard access control policy and the purpose is for the safety and security of our employees, and then it outlines, kind of, the policies of it. The HR department and the IT department will be responsible for issuing the keys and track units we're going to make sure that it's the least number of keys are given to our employees. So some employees might not even get a key because they don't need one. Others might get more than one. Or, excuse me, and it'll be electronic, so the access to certain rooms will be different for different employees. And then, again, any lost or stolen keys, And then, again, any lost or stolen keys, they need to contact HR and let us know that they're lost or stolen so we can deactivate them. Employees are not allowed to have any unauthorized possession of keys, so they couldn't duplicate the keys or given it to anyone else. And then this just to make sure we're clear on this, this is only going to apply to City Hall employees. We have other facilities and buildings out there, this does not apply to them. So this is for the access to City Hall buildings, or, excuse me City Hall rooms and floors.

- And we've budgeted the money to secure those areas of City Hall that we want to secure?

- Yes.

- I guess I just wanted to know the areas, but in a way, you don't want to let that out. And part of it is for security reasons.

- Yeah, I think, generally, there's going to be access for the main doors and then throughout City Hall and certain employees will access to more rooms--

- Because some departments, like IT, the doors lock, you have to ring to get in. But other departments you can walk in to the department, so I'm just wondering what some of that reasoning would be.

- And it's mainly just for, I think, security purposes. Like, we did the renovation on the sixth floor, those are all going to have electronic door access, so they're going to need key cards and access cards for that. So we're trying to move to have more electronic access throughout City Hall.

- But those would be the other doors. The entry doors would be for the public to get in.

- Yep, so we have City Hall hours throughout the day, you know, as in 8:00 to 4:30, they're open. And then after those hours, certain employees will have access, the public won't.

- That makes sense.

- Makes a lot of sense. I'm glad we're getting up with the security stuff.

- This will document who comes in and when?
- I believe we'll be able to track that, yeah.
- Okay.
- Yes, it will.
- Okay. All right, and are we planning on expanding this at any time to other municipal buildings?
- We have not discussed that at this time, but I think that would be something we would look into.
- Okay, all right.
- So are we going to take each of these three things separately?
- No, I think you could approve the item as a whole and not each one.
- Okay, so can talk about the employee ID badge--
- Yeah, so the employee ID badge is, essentially, we just had two policies that were amended, one was the Safety to talk about the Access Control policy. And then the Dress Code policy was amended to state that employees are going to receive an ID badge, they wear the badge to show that they are public employees, that they are an employee and they will be expected to wear this where it's visible so you can see it on them, and that they'll have to return it after they leave us.
- Would it be on a lanyard or on a clip?
- So, the employee can decide what they want to do, if they want to have a clip or a lanyard, wherever it's visible or maybe on their belt or something like that.
- So they would open the door, as well as be an identifier? Both?
- It's a fob.
- It's a fob.
- Okay.
- What we're going to be doing is, you have the option of either having your ID card as an access card, if you want to, or you could have an ID card that would not be an access card and you would have a fob if you'd prefer that, to have on your keychain or something like that. So the employees will have the option if they want to do either one.
- And how do we feel about, will the alders be able to have an ID card, too?
- I think we could we could certainly give alders an ID card and if we wanted to...

- That'd be nice.
- I've got a little--
- I guess we have to worry about it, for the purpose of identification, putting it on their belt seems maybe not such a good idea.
- Yeah, just wherever it's visible. I know some people, sometimes it's visible, sometimes it's not.
- But you have to be able to see the picture and be able to identify them without getting too into their personal space.
- But having 20-some years of experience with this in Green Bay schools, it is okay to have to hand it out. It really is. Belt, or up here, or around the neck. The belt works pretty well, it can't be covered, though, by a shirt.
- So I think there's some people that have it on their belt.
- Visible.
- It's like they can extend it and use it to open the doors.
- And tracking things?
- Yeah.
- It says, "In a visible spot during their work time," so you got that covered. It's not covered up, so that's right in there.
- Any other thoughts or concerns? No? Motion on second.
- Second.
- All right, we all motion the second, all in favor?
- Aye.
- Aye.
- That passes Unanimously. Now onto Informational. Report of the Routine Personal Actions for Regular Employees.
- If you have any question, the report's attached for that.
- Receive and place a on file?
- Okay, we have a motion to receive and place on file.

- I'll second that.
- Second, all in favor?
- Aye.
- Aye.
- Okay, and next meeting date, February 12th, 2019.
- Yeah.
- And it's good, all right. Motion to adjourn?
- So moved.
- Second.
- All in favor?
- Aye.
- Aye. There we are.
- Done. All right, she made it for finance but--
- Well, thank you all for being here.
- Yes, thank you.