



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, SEPTEMBER 10, 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, Mark Steuer (sat in for Veronica Corpus-Dax until she arrived).

Others present: Park Director Dan Ditscheit, Park Superintendent James Anderson, Finance Director Diana Ellenbecker, City Attorney Vanessa Chavez, Police Chief Andrew Smith, Fire Chief David Litton, Human Resources Director Joe Faulds, Human Resources 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 August 13, 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 to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Truck Driver (Sanitation) - Public Works
- b. Park Maintenance Worker - Parks, Recreation & Forestry

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

At 4:35 p.m. Veronica Corpus-Dax and Kathy Lefebvre arrived.

2. Consideration with possible action on request by Ald. Galvin to examine and determine salary and benefits for the Oak Learning Center at the Wildlife Sanctuary to see if other funding sources can be used to get their pay and benefits closer to GBAPS salaries and benefits.

The Committee may convene in closed session pursuant to Section 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Moved by Ald. Barbara Dorff, seconded by Ald. Kathy Lefebvre to increase the annual salary of the teachers to \$41,486, and increase the wage of the Naturalists to \$18.53/hour . Motion carried.

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.

2. Next meeting date: September 10, 2019.

A correction to the agenda was noted. The next meeting date is September 24, 2019.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINTUES

- All right, we're on?
- We're on.
- All right. We are here September 10th, 2019, serve the Personnel Committee. Present is Alder Galvin, Alder Dorff, and sitting in to make a quorum is Alder Steuer. And I don't see any other alders in the crowd. I'm looking for approval of the agenda.
- Move to approve the agenda.
- Second.
- All in favor?
- [All] Aye.
- That passes unanimously, agenda's been approved.
- Move to approve the minutes.
- Second.
- Okay, all in favor?
- Aye.
- Aye, that approves unanimously. We had Alder Dorff make a motion and seconded by Alder Steuer.
- Steuer, got it.
- Okay, on to regular business. Consideration with possible action on a request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers at Public Works, for a truck driver and a park maintenance worker, from Parks, Recreation and Forestry. Staff?
- You have the replacement, or excuse me, the position fill request forms in here. If you have any questions, we can answer them, if not...
- Do we have any questions, no?
- Move to approve.
- Second.

- I have a motion to approve by Alder Dorff, seconded by Alder Steuer, all in favor?
- [All] Aye.
- All right, moving on to item number two, consideration with possible action on a request by Alder Galvin to examine and determine salary and benefits for the Oak Learning Center at Wildlife Sanctuary to see if other funding sources can be used to get their pay benefits closer to Green Bay Area Public School salaries and benefits. Committee may convene in closed session pursuant--
- Don't read it yet.
- Right, I'm just saying, we could look at it.
- Yeah, so, what we'll have is, Director Ditscheit, is that the budget for the 4K school, he can go over it with you and perhaps some documents. And then for the negotiations with the school district, I think most of that discussion will be in open session. But if you feel that we have to in closed session, we can do that.
- Okay.
- I'd prefer open.
- Okay.
- Yeah.
- Oh, thank you.
- All right, just for everyone's benefit, Alder Corpus-Dax and Alder Lefebvre have just arrived. And Alder Steuer is going to be leaving--
- The fun.
- And sitting back down in the crowd to heckle us.
- Yeah.
- Okay, Veronica and Kathy, we are on item two, consideration with possible action on a request to examine the permanent salary and benefits for the Oak Learning Center. All right, so we'll give them just a minute and--
- [Dan] Yeah, that's fine.
- Or do you--
- I guess they--
- I can listen.
- You can listen? Okay, go ahead.
- Okay, sounds good. Well, I just passed out a summary. It's a two-page document showing two things, and I'll kind of review that with you. So the first page is kind of a summary of where we currently are at with our salaries for the teachers and naturalists, along with an assumed rate of \$2,300 per student. So I'm just showing

you what was approved last year and what our funding was, so that we can compare it to, you know, if we were to approve additional pay increases for the teachers and naturalists, we'd have a comparison. So assuming that there are 75 students at \$2,300 a student, which would be a reimbursement from the school district, the total revenue for the program would be \$172,500. We currently pay the teachers \$37,577 per year, and there are two of them. And then we currently pay each naturalist \$14.75, which comes out to a total of \$45,076 for both naturalists. When you include the retirement, social security, and Medicare, that adds to the cost, and we currently do pay those for the employees, and that is required. And then we have certain miscellaneous expenses that we incur just operating the program, and these would be utilities, school supplies, copy machine, maintenance cost and then janitor services to keep it clean. That equals a total of 22,000. So our expenses are 159,318. So last year, had we had 75 students, which we did not last year, last year we only had 58 students, but had we had 75, we would have seen an excess of revenue of \$13,182. So now we're here to discuss--

- Can I ask a question?

- Yes.

- Who took on that shortfall?

- Yeah, how did we--

- [Dan] The City took on the shortfall.

- And what was the shortfall, then?

- I didn't calculate it all.

- Oh, you didn't.

- [Dan] But ultimately we had 60 or 58 students at \$2,300 each. I don't have a calculator on me.

- Everyone does if you have a smartphone.

- Exactly.

- You don't?

- Mine's sitting over there.

- You have 133,400.

- Yep.

- So we--

- So that would mean that there would be a shortage of 133,000, so that's \$26,000 we had a shortage of last year.

- 25,918.

- Correct.

- So the City covered that?

- [Dan] And the City covered that last year because we didn't have a full class load. So now if you go to the second page, what we're here to talk about is the school district, they approved on their end adding an additional \$200 per student. And their desire was to use that salary increase for either paying additional benefits, which is health and dental, or to put it towards additional salary to make them more comparable to the school district employees of similar or equal position. So what we show here is, so the revenue would be 75 students at \$2,500 a piece, would give you a revenue of \$187,500. Looking at the teachers, a comparable teacher position with the Green Bay School District at step one would be \$41,486 per teacher. And then the naturalists can be compared to

- Para-professionals.

- The para-professionals, which they get paid \$18.53 per hour. So our expenses for salaries would go up to \$139,600. So it's roughly an addition of \$19,000 for that. In addition, social security, Medicare, that all goes up slightly also as part of this because the salaries went up, because it's a formula based on the salary. The miscellaneous expenses are the same, so that's not going to increase or decrease.

- Well, with the addition of the new building, would you need more supplies? Would the custodians have to clean more?

- [Dan] There will probably be higher utility expenses, but not all of that can be attributed to the 4K, because we have the upstairs rental. But the cleaning should be about the same, because it's still two classrooms. I mean, it's a little bit bigger space than the other one. We did not account for additional expenses for the new building in here. We feel that we can stay within our means for that budget. So when you take--

- Can I--

- Yes.

- Can I ask you a question? So the school district voted, and basically to give us \$15,000 and we're going up \$19,000, just with salaries, is that what you just said?

- Correct, yes.

- Okay, so there--

- [Dan] Because the \$15,000 is based on \$200 per student with 75 students, so that's \$15,000 in addition to what they would have given us last year if there were 75 students. Now, when you look at the budget summary on this sheet, you'll see that, you know, last year we would have had a \$13,000 revenue. This year, if these pay raises are approved, we would have a \$5,700 revenue. So we went, we're not--

- I see.

- [Dan] That amount goes a little bit less. Now, keep in mind, like I said, this is all based on how many students are enrolled. So currently for this year, there are 74 students enrolled. So although this is budgeted at 75, which is going to match what our City budget shows, so when we bring our City budget forward in 2020, it's going to show a revenue for 75 students, because at the time we didn't know how many kids from year to year, we don't know how many kids there are going to be when we set that budget. So we wanted to stay consistent with what our budget is going to show. But just so you know, there's currently 74 students. So although it's showing a surplus of \$5,700, you can deduct \$2,500 off of that. And the headcount happens next week, so if we have one or an additional child drop out or add in the next week, week and a half, that number is also going to change. So in essence what you'll see from this is if we give the salary raises, as proposed by the school district, it's pretty much breaking even at 73 students, is where you're at.

- You meant, you said as proposed by the school district?
- And by us, you know.
- By us.
- [Dan] Because what, well, what they wanted to do was give us the additional \$200 to put towards salary increases to make it--
- Which is what you wanted.
- Which is what we want.
- What we wanted it for.
- Correct. So our proposal matches what the school district's desire is for that additional money. Now, the other thing I do want to point out is the notes at the bottom of these two pages. So the other line item that really the budgets aren't taking into account is really all of the other staff at the sanctuary. And right now, James Anderson, he actually is the site coordinator because we don't have a superintendent right now, so James's time that he puts into the program along with our full-time naturalists, not the teacher naturalists, the full-time naturalists, the time that they, you know, put into helping to run the program, bringing animals, do special events with the students, that's not taken account into this budget. So the City is putting more money into it than what you see in here with our existing full-time staff. You know, that doesn't even include the time I put into the program too. Also, like I mentioned before, the last bullet point says that, you know, this is based on 75 students, and this clarifies how many students were enrolled last year, how many are currently enrolled now, so.
- Dan, I have a question.
- Yes.
- With the new building, you said, you know, that it was set up to, the top floor, to have groups that could rent it out.
- Yes.
- Because you got utilities right here. Does that include that new part? Or is that for what--
- The utilities would be for the 4K portion. I mean, really, we don't have a good idea of what those utilities are going to be until we actually run for a year. So we'll amend the miscellaneous expenses a year from now, once we keep better track of it with the new building. So right now we didn't change anything. We'll take a close eye, we'll keep a close eye on it. We'll track those expenses so we'll be able to give you a better feel of what those actual expenses are for a comparison.
- I was going to say, okay. I want to know the, okay, so then if a group rents that then it's not going to help the 4K.
- No.
- That's going to go to the whole sanctuary.
- Correct, I mean, the 4K, internally we keep all of the 4K budgeting kind of separate. But that's an internal document.

- I see, okay.
- So would it be accurate to say that the school district is bringing in \$5,724 per student, and they're sharing with us, for the children's education, \$2,500, less than half of the money that they bring in for each student. Is that an accurate statement?
- Yes, that's accurate.
- Okay, thank you.
- And then, James's role as acting superintendent, is that going to remain the same or are we going to look at this down the road, see how things work out?
- [Dan] In the budget for 2020, James is the site coordinator for the 4K program. That is going to be his job duties for 2020 also.
- Okay, is he going to get a raise then because of these added extra duties? Or is he going to give up some of his other duties?
- [Dan] We can discuss that at budget time. I mean, his job duties are going to slightly change and we're going to structure things a little bit differently, but we'll discuss that at budget time also.
- Okay, very good. And then, so we have this raise that we're looking at, potential raise, as I understand today. I guess I had a big misunderstanding. I thought it had already been approved. It hasn't been approved yet.
- [Dan] It has not been approved. At the last meeting we talked about the school district actually giving us more money, but we never took any action on actually giving the raises. So what we would propose here, if the committee's open to it, is to actually implement it as, you know, right after the council, but then back pay for the start of the school year.
- Definitely.
- Okay.
- [Dan] That's what we would propose.
- All right, is there any other questions from committee? Any questions from staff or any other council members out there?
- And we're still going to use--
- I'm sorry. Okay, Mark, do you have a question for Dan?
- [Mark] Pardon?
- Do you have a question for Dan?
- [Mark] Oh, for Dan.
- Also, do you mind coming up? Do you have a question?
- Just so we can hear you.

- Oh, that's fine.

- Okay.

- [Mark] Thank you, chair, hi Dan. Actually, some of this has been clarified. It's been a little confusing, you know, over time some of these school district versus the City and where we are with some of these things. But I guess the question I had is with the naturalists. You know, they're, with this proposed change, we're talking about \$18.53 an hour, correct?

- Yes.

- Okay. What kind of benefits are there?

- [Dan] Well, that's the one thing that is not on here is there are none, and this is same with the teachers, there is still no healthcare or dental, or health insurance or dental insurance included in this. If you wanted to actually give them health and dental insurance, it would be approximately another \$69,000 added onto this.

- That would be for four positions?

- For four positions.

- [Mark] Okay, I guess that's one thing I'm looking at, and I know you are too.

- Well, our concern, Mark, is that the City, the citizens of Green Bay, have been already taxed by the school district. And if they don't want to give us any more money, then it's going to be taxing the citizens of Green Bay again to give them benefits. And that's where I have an issue, is taxing them twice.

- We asked the City, the school district, would they please consider giving us enough money just for the benefits, since they receive the tax dollars from the citizens for the education of the children. And apparently they're not going to do that. Is that accurate?

- [Dan] Not for this year at least.

- Not, for this year they're not going to. So do we double-tax our citizens in the City of Green Bay?

- [Mark] Yeah, well, I guess, you know, I'm looking at it from the standpoint, one of the standpoints, and I understand that, that makes sense. But, you know, as far as moving forward, and retaining folks, you know, we've had an issue with people--

- Absolutely.

- [Mark] And some people say, well, it's just a stepping stone, it's just, you know, part of, you know what, people understand when they get into the position, but, you know, with this new building, and such, I think it is very important that we move forward with, that we've got great staff there, and maybe staff that will want to stay for a while, so we don't have turnover, et cetera.

- Well, in my mind it's the education of students is mainly in the wheelhouse of the Green Bay Area Public School District. So knowing, as they do, that consistency of staff positions leads to a better education for children, I hope that we will just be asking them again, please give us the funds to do this.

- Right.

- I think what we have here is we have a stepping stone. You know, little by little the bird builds its nest. And we've taken, I think, a big step here. This is a significant raise for all four positions. Granted, it's not like working for the Green Bay public schools, but again, this is a city job. It is not part of the Green Bay Public School District, and that's, sometimes people have to remember there's two separate entities here.

- Yeah, and I think that what's been confusing.

- Right.

- You know, for us supposedly in the knowing.

- Right.

- I mean, it's a little difficult at times.

- And we've got other things, you've got the SRO officers, whose salaries and benefits are paid by the school district but are employees of the City answering to the Chief of Police. So I think moving forward, we have been in discussions with the school. I think those are going to continue. And what I'm hoping is that in the future we'll be able to add more and better benefits or salary to these positions.

- Definitely.

- I think one other thing too, and Dan, you mentioned, you know, 75 where we have 74 students now. And I realize every year you're thinking, okay, we're hoping for this number, you know. So does that kind of hold us hostage a little bit, you know, if we don't have enough students coming in to the program?

- Well, I mean, you see the hit, the City took a \$25,000 hit last year.

- Because, right. I mean--

- So right now--

- We're willing to absorb that.

- But right now we're at 74, and what are we looking at moving forward as far as a good number of students?

- Well, I think there's a maximum--

- 80.

- There's a maximum of 80-some. Right now for budgetary purposes, I think 75 is a good number to shoot for. Over time we can adjust that if we need to, if we find enrollment numbers are going up or down.

- And if you feel at this time that the enrollment numbers will stay up because of the new building and other things.

- There's been a waiting list every year.

- Yeah.

- Last year, the only reason I believe that it didn't fill, the decision was made rather late in August, was, is that correct?

- Yeah, it was fairly last minute, about a month before school started.
- And people had already, well--
- Committed.
- Your child is going here, you know, their child is used to being--
- You need time. You need time for that, I understand that.
- Right, so--
- [Mark] Well, I'm emboldened by this, you know, I'm glad I had a chance to look at this. because I had questions and it just seemed like, you know, there was this and that and the other thing out there. I'm just trying to come up with some kind of a semblance of order here.
- Well, there have been a lot of changes in staff, and James is the supervisor now, the new building. I think there have been some complaints that have been listened to by City Hall, and I think there's been some changes made to that end.
- [Mark] Well, I'm going focus just with the school right now. I know there is other issues and that, too.
- [Dan] And that's exactly what I'm referring to, as it all refers
- So I'm not going to talk about that.
- To the school. So I think there have been some good changes. And I'm hoping we can take a look at this school year as it evolves, and see that this has been good, and again, like I said, they'll keep moving forward to try and create a better atmosphere financially for the individuals we hire.
- [Mark] I think this is a good first step, I mean, not first step, but a good step.
- Well, it is a good first step, yeah.
- [Mark] So we'll continue watching and, you know, we just want the best for that program.
- Sure, absolutely.
- It's all I have.
- All right, thank you.
- Yeah.
- Thank you.
- [Dan] Any other questions for me?
- No, thank you, Dan.
- Okay, thank you.
- I don't feel like we need to go into closed session, but if you feel--

- I don't feel we need to go into closed session.
- Is there anything we need to discuss?
- You pretty much, I mean, you talked about the different options. We don't really need to do that at this point.
- I don't think we need to at this point. Yeah, we're just, we'll continue to talk to the school district and see what different funding options there are. And if you guys look at mile two or mile three, that's what, that's all we want.
- Yeah, and we'll need to weigh in before we make any decisions on that.
- Yes, that's correct.
- And looking at all the possible consequences of the different things.
- Do you need a motion from us for these wages and that, then?
- Yes, I think a motion to, I think I had this typed all out, you know, but I did not bring it. But I think just a motion to increase the salary for the teachers to the \$41,000, and then--
- Okay, I would, I'd like to make a motion to increase the salary, annual salary, for the teachers at the Oak Learning Center to \$41,486, and to increase the hourly wage of the naturalists to \$18.53.
- I second that.
- All right, second, so a motion by Alder Dorff, seconded by Alder Lefebvre, all in favor?
- [All] Aye.
- That passes unanimously. All right, on to informational. Does anyone have any questions on the report of routine personnel actions for regular employees?
- Nope.
- All right. And our next meeting date is September 10th, 2019. I'll entertain a motion to adjourn.
- That's today. Wait today is--
- Oh, sorry. Yeah, that's not right.
- Has to be the 24th.
- September 24th, 2019.
- Sometimes when I--
- Be there or beware.
- Didn't we change or something because I looked at the--

- All right, I'll entertain a motion to adjourn.
- Move to adjourn.
- Second.
- All right, I've got a tie, I'm going to pick--
- Whoever you want.
- Alder Corpus-Dax on the tie. All in favor of adjourning?
- [All] Aye.
- Aye, and it passes. We are adjourned.