



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, DECEMBER 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, Veronica Corpus-Dax, Bill Galvin, Kathy Lefebvre.

Others present: Finance Director Diana Ellenbecker, Community and Economic Development Director Kevin Vonck, Community and Economic Development Asst. Director Cheryl Renier-Wigg, Community and Economic Development Chief Building Official Paul Van Calster, 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. Veronica Corpus-Dax to approve the agenda.
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 November 12, 2019.

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

D. REGULAR BUSINESS.

1. Consideration with possible action on request to fill new position of Legal Assistant in the Law Department and all subsequent vacancies resulting from internal transfers.

Moved by Ald. Kathy Lefebvre, seconded by Ald. Barbara Dorff to approve. Motion carried.

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

2. Consideration with possible action the request to restructure the Department of Public Works Building Maintenance Function.

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

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

3. To approve the contract between Employee Resource Center and the City of Green Bay for the employee assistance program.

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

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

4. Consideration with possible action on request by Ald. Wery to discuss customer service standards and work expectations of inspectors. Investigate the addition of evening and/or weekend inspection hours.

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

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

5. Consideration with possible action by Ald. Wery to explore partnering/joining the State of Wisconsin for health insurance.

Moved by Ald. Kathy Lefebvre, seconded by Ald. Barbara Dorff to refer to staff. Motion carried.

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

6. Consideration with possible action the request to approve the collective bargaining agreement with City of Green Bay Fire Fighters Local 141, upon expiration of the current agreement for a 4-year term January 1, 2020 through December 31, 2023, subject to Fire Fighter union ratification by

12/31/2019.

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 Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to go into closed session. Motion carried.

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

Moved by Ald. Barbara Dorff, seconded by Ald. Kathy Lefebvre to return to open session. Motion carried.

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

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve the collective bargaining agreement with the City of Green Bay Fire Fighters Local 141. Motion carried.

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

7. Consideration with possible action on request to approve wage agreement between the City of Green Bay and International Brotherhood of Electrical Workers (IBEW) Local 158 with a 2% general salary increase effective with the start of the pay period in which October 1, 2019 occurs.

Moved by Ald. Barbara Dorff, seconded by Ald. Kathy Lefebvre to approve. Motion carried.

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

F. INFORMATIONAL.

1. Report of routine personnel actions for regular employees.

2. Next meeting date: January 14, 2020

The next meeting date is tentatively scheduled for January 7, 2020.

E. 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 MINUTES

- Are we good to go?
- We're good.
- All right. This is the personnel committee meeting on December 10th 2019. We'll do a roll call.
- Alder Dorff here.
- Alder Corpus-Dax present.
- Alder Kathy Lefebvre present.
- And Alder Galvin is present. I'm looking for a motion on the agenda.
- Move to approve.
- Second.
- All in favor?
- Aye.
- Aye.
- Yeah.
- And that passes unanimously.
- Thank you for doing that.
- Thanks.
- And has everyone had a chance to look at the minutes?
- Move to approve.
- [Kathy and Veronica] Second. All in favor?

- Aye.
- Aye.
- And that passes unanimously. On to regular business, first one... Are you okay?
- Good.
- Okay. Consideration with possible action on a request to fill a new position of legal assistant in the law department and all subsequent vacancies resulting from internal transfers of staff.
- So I know you guys had a chance to look at the filler request and the job description. Really what it comes down to is that CVMIC has been doing our claims for the past couple of years on a trial basis for us and the cost is about \$60,000 a year, which is budgeted, and if we bring in this position it'll be around \$55,000. So I think it would be... So we'll save some money with that and I also think the position will be able to help with other areas as well, not just claims. So we think it's a good idea to have this position in-house.
- Any questions from the committee?
- No.
- No.
- Probably because, you know, we're getting to save money.
- There's a lot of issues.
- So this really will help the department to where we can do in-house.
- It's better.
- Yeah.
- And as I've said before I still think the law department is willfully understaffed, and I understand we've got constraints but this is one way of, it's a step towards getting up to where they need to be. And if they can offer help on other things, for the better. So I'll entertain a motion.
- I'll make a motion.
- Second.
- All in favor?
- [Committee] Aye.
- Aye, and that passes unanimously. Consideration with a possible action request to restructure the Department of Public Works building maintenance function.
- Do you have any questions on this? I know we have a memo in here.
- You know, they've had a hard time filling it. And I looked at that work schedule and that's awful. And I understand your hands are tied because you have to have someone there 24 hours a day. But that's awful. And

obviously money and benefits has not kept people in there, it doesn't keep them for very long. Do we anticipate this will turn that around or?

- It has, I mean we've--

- We've already started it?

- We just started recruiting.

- Okay.

- And we've received 23 applicants.

- Okay.

- Yeah, and we changed the schedule temporarily because we're down two individuals right now, I can't go into a whole lot of detail, but we've temporarily already put two individuals into a normal eight hour rotation. They've been on call on weekends and it's been working out really well.

- All right, good because I can't imagine someone working those hours and having a life outside of what they were working. So I'll entertain a motion on this if no one has any questions.

- I would move to approve. And they're happy with it right? Guess I should say that, that they're happy with it.

- Yes.

- Okay, move to approve.

- I'll second.

- All right, all those in favor?

- Aye.

- Aye.

- And that passes unanimously. Consideration with possible action on a request by Alder Wery to discuss customer service standards and work expectations--

- You skipped three.

- Oh, yeah.

- I'm sorry did I skip one?

- You did

- Oh, okay I'm sorry.

- He's trying to get through it here.

- I was just testing you Melanie. Well done, you're on it.

- I'm on the ball
- To approve the contract between Employee Resource Center and the City of Green Bay for the Employee Assistance Program.
- So we have a contract with Employee Resource Center. We've been contracted with them for some time now and they handle all of our employee assistance programs. So in this Excel spreadsheet shows that there's a savings in the first two years and then the next three years are actually going to be even lower than we're paying right now. So it's just going to continue that relationship with ERC to handle the EAP for our employees.
- Any questions?
- Savings is good.
- I'll indicate a motion.
- I'll make a motion to accept.
- Ah what?
- Your turn he said.
- Oh, we can make a motion, yeah
- We can make a motion.
- You haven't done one yet. So moved
- Second.
- All right, all those in favor?
- [Committee] Aye.
- All right, now we're on to number four. Consideration with possible action in a request by Alder Wery to discuss customer service standards and work expectations of inspectors. Investigate the addition of evening and/or weekend inspection hours.
- I don't know if you guys want to say anything? I did reach out to Alder Wery and I think he was looking for just maybe an opinion from the department on how the hours are being run with other municipalities and our understanding is that the other municipalities have night or weekend hours. We think it would be pretty tough to retain our employees if we're asking them to look at inspections late in the evening, it's dark out, can be a safety hazard so we're going to--
- In the winter right, you can't do it, yeah.
- What do we inspect, so...
- If we pull the--
- [Cheryl] Can I?

- Yeah sure, go ahead.
- Show this, presentation.
- [Cheryl] Not a presentation but I have some comments.
- No pictures?
- No pictures
- [Cheryl] Okay, so just with regards to the extra hours for inspectors. We haven't received any request for that service. So people haven't been asking us, "gosh, I wish you work weekends or evenings", so we just want that for the record. We already do summer hours, so our inspectors are working during the more light-time hours, like in the morning.
- That's good.
- [Cheryl] We don't want inspectors working after dark, period. That, for sure we'd have to send two out, not just one and it's a whole safety issue.
- Right, exactly.
- [Cheryl] If we have inspectors working, we're going to have to have supervisors working. So now we're talking overtime and increased cost for that service. If it's needed, we do it. So there are some inspections, like light inspections that need to be done when it's dark, for example, and if someone requests that after our meeting, we do that so that's not like, "no, we never ever do it". And then, we just think that recruitment would be horrible, if we had to fill an inspector position that was working nights and weekends. From our experience from talking to other municipalities. We did call Oshkosh, Appleton and De Pere, standard hours Monday through Friday 8:00 to 4:30. Village of Howard actually does four nines and a four, Monday through Friday no weekends or evening. And then Bellevue does Monday through Friday 7:30 to 4:30. So the surrounding communities work those standard hours as well. So based on that we would not be in favor of like, those weekend or evening hours for inspectors.
- Cheryl, maybe you should let all, maybe you should bring that up at the city council and let all Alderman know that if somebody requests something that they can get the time.
- [Cheryl] Of course. Right, yes.
- And they can get somewhere.
- I think that's a better way to run the department too.
- [Cheryl] We do that, we do one-offs all the time. Yeah, so...
- Is Alder Wery, right and he's not here, but you've probably talked to him, I would imagine?
- [Cheryl] No, we've just covered--
- Because I'm just wondering if he's talking about inspection violation type things or is he talking about, I built a house and I need to get it inspected to get it certified?

- [Cheryl] No, I don't know about that. We do not know and I'm not quite sure what the customer service comments are, I mean, we had the lengthy discussion at council, at the last meeting I think, covering a lot of things so I'm not sure if that's--

- I wonder if this is just another one, you know, we're still pushing it back, his request back--

- [Cheryl] We aren't pushing it back, he has not come here to--

- Right, but he works till 4:30 I think, so--

- But he's in the last few times it's because they changed their meetings and so then he's up in Improvement and Services.

- Yeah that too, yeah.

- I would like to just receive and placed on file.

- All right, does anyone have any more questions for Cheryl?

- [Cheryl] Any questions for me?

- No I think it's fine.

- [Cheryl] Okay cool, thank you.

- Receive and placed on file.

- Receive, placed on file.

- Do I have a second?

- Yes, second.

- Second. All those in favor?

- [Committee] Aye.

- All right, that's been taken care of. Consideration with possible action by Alder Wery to explore partnering or joining the state of Wisconsin for health insurance. I called you about this too, Joe.

- Yeah, I think you did. So I did email Alder Wery and let him know that, you know, M3 and the City, we're going to be looking at our third party administrator and other costs and looking at how to reduce our cost from the third party administrator perspective. And there are some concerns using the state insurance. I believe there's an opt-in, opt-out situation, where you do an evaluation with them and they give you the rates of what their premiums would be and the cost for the employees. And if you opt, if you do not opt-in, you're locked out three years from ever applying again to a state.

- As a municipality?

- Yup, that's correct.

- So if we apply but don't opt-in...

- I think we're locked out for three years for going through the process again. If we do opt-in then I think it's a three year agreement, and then if we want to leave we can't take any of our data with us if we want to negotiate a different rate with someone else. So it's really kind of--

- Cannot take it, you said?

- You cannot.

- Oh wow

- What the heck.

- So we did bring that up with them. It's a community and they were kind of like, you know, maybe it's not the right thing to do, but the cost is about \$3,000. I mean, we can go forward with the process, we can do that. It might be good just to know where we're at, just to see--

- It would be interesting to see the rates.

- Yeah.

- Because I'm getting calls from one of the units, and I think Chris got calls from another unit. And so I think it would behoove us to... Let's do a comparison and then we can go to the different units and say, "hey, this is what we're looking at, "and this is what the state would be. "You know, you guys chew on it..." I mean because if all the units said, "hey, let's go for this", and it looks like it could be at least even or a savings for us, then we should at least consider it.

- Yeah, I have no problem looking into it and Andrew will help us with gathering that information, and then we'll also be looking at other private organizations as well that reduce our cost.

- Okay.

- Or at least I should say, to least to see if our costs are where we should be with the market, because we haven't done that for some time.

- Okay.

- Yeah, so it's good.

- What do you like, what you like here?

- Are you going to get back to us on that and let us know what you find out?

- Yeah, I'm sure it's going to take us probably the first half of a year.

- To so approve it, approve the exploration?

- A motion just to have staff, what, look into it?

- A motion to have staff look into it and then we can--

- We can do it, yeah.

- Yeah, okay.

- Okay, I'll make that motion.
- Motion, second.
- Second.
- All in favor?
- [Committee] Aye.
- All right, consideration with possible action, the request to approve the collective bargaining agreement with the City of Green Bay Firefighters Local 141 upon expiration of the current agreement for a four year term, January 1, 2020 through December 31st 2023, subject to firefighter union ratification.
- Do you want to go into closed session?
- Oh, here's a question I'd like to ask just before.
- Oh, right, okay.
- That's up to you guys.
- Have they agreed to what we were discussing at council?
- Yeah, so informally we've talked to them. There's a tentative agreement that they've said they're okay with what's proposed to the person on committee in the common council. They said they're good to go with that and they feel pretty confident that the union will vote and approve it at the end of December.
- We talking about some change?
- I'm talking about the whole agreement.
- The change that we.
- Yeah, that to. So I mean--
- You want to go into closed session?
- Yeah, let's go into closed session.
- Well I mean, yeah, if we hang out about the change out loud, can we have--
- Well I think we can talk on closed session while we talk about the bargaining later. Yeah we can do that.
- All right, let's go into a closed session then.
- You want to do that real quickly?
- All right, and I'll move to go into closed session.
- Motion to go in second, all those in favor?

- Oh wait, do I have to read the thing?
- Yeah you going to read it.
- Who's second?
- I second.
- She did.
- She did.
- She did.
- She did, that one over there.
- She, she, she did.
- One of the three she's.
- The one in black
- Consider okay, the committee can be in close session pursuant to section 19.851e Wisconsin statute for the purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The committee may thereafter reconvene in open session pursuant to section 1985 sub. 2, Wisconsin statute to report the results of the closed session and consider the balance of the agenda. All those in favor?
- Aye.
- Aye.
- That passes unanimously we are now closed. Ah, this got listed as a liberal on that law thing. I saw that. Oh, we're recording.
- We're back now.
- Oh, were back now, we're recording.
- Oh we broke the law.
- Okay, so we're recording.
- Oops.
- Okay, so and now we're back in open session. I will entertain a motion, reference item number six.
- Okay, I'd like to move to approve the collective bargaining agreement with the city of Green Bay Firefighters Local 141 time expiration of the current agreement.
- I have a second? All right, all those in favor?
- [Committee] Aye.

- That passes unanimously. All right, and the final one, number seven. Consideration with possible action on a request to approve wage agreement between the City of Green bay and International Brotherhood of Electrical Workers, IBEW, Local 158 with a 2% general salary increase effective with the start of the pay period in which October 1st 2019 occurs. Is that?

- So we do have some labor unions for DPW, we have the electricians and the laborers and then we also have the laborers for the parks and they have limited rights to bargain, and so this contract is really approving the 2% increase that they received in 2019 of October. And then we'll be meeting with them shortly, I think this month to try and approve the 2020 agreement for a 2% increase and I'll be doing that with the other two union groups as well.

- All right.

- Okay. Move to approve.

- Second.

- Second.

- Oh, should I say nay?

- Well after we get a second.

- Okay

- We need a second, somebody needs to second it.

- She second it.

- Okay then you have to say nay

- Okay all those in favor?

- [Committee] Aye.

- Any opposed? None are opposed. All right, onto report of routine personnel action for regular employees. Does anyone have any questions for staff I missed?

- Do you have a report?

- I need a report.

- I think there's a report attached.

- I mean there's a report.

- Oh yeah.

- There's promotions and grade step changes and... End of employment...

- I don't have anything.

- Really.

- Oh, Steve Scully retired.
- Did he?
- Yeah.
- Oh I like him.
- 12/20.
- What's that?
- 12/20.
- Oh, he's not retired yet.
- I see.
- There's still hope we can get an invitation to this party.
- I can call and complain about it. Didn't see, 12/20.
- Oh yeah.
- Yeah.
- Are we meeting on the 14th? You know if that's right or not?
- I think that comes with a change of meeting to the 14th now. That's what Celestine's latest agenda is then, I'm thinking--
- The 7th?
- Yeah, probably the 7th now or the 24th is what they're suggesting.
- Of December?
- No, Joe, I'm sorry, of January. They're saying the 1st and the 4th of January, is when he mentioned a committee meeting. Because they moved council to 2nd Tuesday of January the 14th.
- When is somebody going to tell us about all... I mean I heard rumors about changing the dates. Even that there's going to be Thursdays, is this true?
- I will follow up with Celestine, because I think it was sent out. Senior staff notes sent out to the recording secretaries when the agenda is, but I think they should also be sharing the council agenda with the counsel.
- It would be nice.
- I will follow up Celestine when everybody--
- So I think we're going to have to--

- Right, so the 7th?
- I think we have to look at when the date is for the meeting. I'm not sure what it is at this point for the next personnel update.
- Okay, so the next personnel finance could potentially be on the 7th.
- I think it's going, you know why I think it's going to be, because there aren't going to be committee meetings because of like of Christmas, so we couldn't have a council meeting. But in order to have a council meeting on the 14th we have to have committee meetings. So I'm almost sure we're going have it on the 7th, tentatively.
- So if we never had another committee meeting we'd never have any more council meetings.
- That would be it.
- Woo.
- But one thing though, the last common council meeting we had did not have a lot of the standing committee who was present.
- Right.
- So I wasn't sure if there might be some other committees meeting or commissions meeting, where we won't have to meet on the 7th, but I think we will be meeting on the 7th.
- But don't we have those, that big closed session one?
- Yup.
- Is that the one, would that be the one that we should be ready for then, on the 7th?
- Yes, I believe so.
- Because we're going to kind of devote a whole, almost a whole meeting to that?
- Actually, if I remember correctly, we're only going to be voting on whether the interaction between the--
- The audio?
- What, the audio of the--
- So one thing is, I mean, because I'm one part owner of it, the next part of communications, but our briefs are due this Friday and then I think the law department will give that information, and advise you.
- Okay.
- Okay.
- All righty. Good times.
- So we're possibly meeting on the 7th?
- I'm going to put possibly.

- There's a meeting on the 7th.
- I will cancel my tattoo for that day...
- A tattoo, you liberal.
- Bill, Bill, you forgot E.
- E?
- Are we carrying something--
- Oh yeah, there's no commentary.
- Yeah, we don't have any public answers.
- There's nobody, oh no
- I'm entertaining a motion to adjourn.
- Move to adjourn.
- Second.
- All those in favor?
- Aye.
- Aye.
- There are no nays
- Don't know, and not to adjourn.
- Not to adjourn, well I suppose I should go upstairs.
- What's going on upstairs?
- Improvement services.
- Oh, it is, yeah. Which is more interesting...