



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 28, 2020, 4:30 PM
CITY HALL, ROOM 207
IMMEDIATELY FOLLOWING FINANCE COMMITTEE**

A. ROLL CALL.

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

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

Others present: Public Works Director Steve Grenier, Police Chief Andrew Smith, Human Resources Director Joe Faulds, Human Resources Operations Manager Melanie Falk

B. APPROVAL OF THE AGENDA.

Moved by Veronica Corpus-Dax, seconded by Barbara Dorff 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 January 7, 2020.

Moved by Barbara Dorff, seconded by 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 the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Assistant City Engineer - Public Works

b. Operator II - Public Works

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

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

2. Consideration with possible action on the request to approve the 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, 2020 occurs.

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

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

3. To repeal and remove City of Green Bay Personnel Policy Chapter 26, Bridgetender Benefits.

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

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

E. INFORMATIONAL.

1. Consideration with possible action on the request to fill Patrol Officer vacancies in 2020 that were approved as part of the budget.

Moved by Barbara Dorff, seconded by Kathy Lefebvre to amend the agenda item to: Recruitment initiated to fill Patrol Officer vacancies in 2020 that were approved as part of the budget.

Motion carried.

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

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

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

2. Recruitment initiated to add a full-time Utility Engineer position approved as part of the 2020 budget.

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

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

3. Recruitment initiated to add (2) full-time Sewer Maintenance Worker positions approved as part of the 2020 budget.

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

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

4. Report of the summer schedule results.

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

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

5. Report of routine personnel actions for regular employees.

Moved by Veronica Corpus-Dax, seconded by Kathy Lefebvre to receive and place on file. Motion carried.

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

6. Next meeting date: February 11, 2020

F. ADJOURNMENT.

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

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

VERBATIM MINUTES

- All right let's hit this, okay? This is the personnel committee. The time is about 18 minutes after five. I'm the Chair, Alder Galvin. Alder Dorff.
- [Barb] Here.
- Alder Corpus-Dax.
- [Veronica] Present.
- And Alder Lefebvre.
- [Kathy] Here.
- I look for a motion on the agenda.
- [Veronica] Motion to approve.
- [Barb] Second.
- All those in favor?
- [All] Aye.
- That passes unanimously. I'll look for a motion on the minutes.
- [Kathy] I move to approve.
- [Barb] Second.
- Okay, I have a motion to approve and second. All in favor?
- [All] Aye.
- Aye and that passes unanimously. On to regular business. Are we rockin' and rollin'?
- Yup, ready to go.
- Okay. Item one, consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers for A, Assistant City Engineer and Public Works and B, Operator two in public works. Staff?
- We have the request to fill memos in the packets, if you have any questions.
- Any questions?
- [All] No.
- I'll entertain a motion.
- I move to approve.

- [Veronica] Okay, I'll second.
- I have a motion to approve and a motion to second. All those in favor?
- [All] Aye.
- Aye, and that passes unanimously.
- On item number two, consideration with possible action request to approve the wage agreement between the City of Green Bay and the International Brotherhood of Electric Workers, Local 158, 2% general salary increase, effective with the start of the pay period on October 1, 2020. Staff?
- So the agreement is included in your packet and has the 2% increase, the same that our general municipal employees are getting. So that just has an agreement that they'll get a 2% increase October first.
- Any questions from anybody? Entertain a motion?
- I'll take the motion to approve.
- Second.
- All those in favor?
- [All] Aye.
- Aye, and that passes unanimously also. Number Three, to repeal and remove the City of Green Bay personnel policy Chapter 26, bridged under benefits. Any questions? I'd entertain a motion on this one?
- Move to approve.
- [Barb] Second.
- All those in favor?
- [All] Aye.
- Aye and that passes unanimously. On to informational. Consideration with possible action on the request to fill Patrol Officer vacancies in 2020 that were approved as part of the budget. Staff?
- So the first one here, so, all of these or the first three. These are positions approved in the budget. So Patrol Officers, that was approved to be up to 185. This is to let you know that we're recruiting up to that 185. If we go above and beyond that, we'll come back to re-ask you. But if we could have an amendment though, instead of having consideration with possible action on the request, it should say recruitment initiated to fill Patrol Officers. Because it's kind of confusing right now. It's not a regular business item, it's informational, so it shouldn't say consideration with possible action.
- You're not really looking for approval?
- Can we take these all as one?
- [Joe] We can. But I think if, like I said, I'm just making it clear, for number one it would be recruitment initiated to fill the two officer vacancies.

- Okay.
- Yeah, because two and three has recruitment.
- Yeah.
- So do you need a motion for us to change that?
- I guess so.
- Okay, I move that we change number one to recruitment initiated and take out the words consideration with possible action.
- [Barb] Second.
- Second, all those in favor?
- [All] Aye.
- Aye and that amendment is approved unanimously. And consider a motion to take the next four altogether.
- [Barb] One, two, three, one, two, three--
- [Bill] I'm sorry one, two, three.
- But you can take all of them together. Do you want to talk about the summer schedule results now?
- [Barb] We may.
- Okay let's, let's look at the first three then.
- The first, okay, I'll move to approve.
- Receive the present file?
- Yep.
- Receive the present file, items one, two and three.
- Second.
- Second.
- All those in favor?
- [All] Aye.
- Aye, that passes unanimously.
- [Barb] Okay summer schedule.
- And you can pick the, all are in favor--

- The appropriate stats are at seven. All right, onto item number four, a report of the summer schedule results. Was that just for City Hall correct?

- It was for City Hall. Let me get to that one here. So, the summer schedule was 11:30, or excuse me, 7:30 AM to 5:00 PM Monday through Thursday, then 7:30 AM to 11:30 AM Friday. That's for City Hall. But then other locations have different summer schedules as well. So this survey went out to City Hall employees, Forestry, and DPW employees, the ones that mainly had a summer schedule.

- [Bill] Okay.

- You can see that there was a very positive response. About 84% said they wanted to continue with summer hours. One really good comment, which there was multiple comments like this, but just talked about how it builds morale, lowers stress, actually improved productivity. And then, I get this a lot from people, they'd like to do it year round.

- And then some of the concerns were about having consistency between people in the field and people in City Hall, in the office. And we knew that was a concern so we're going to continue to work with departments that have different schedules for people in the field. And then also another concern was for child care needs for the picking up and dropping off.

- I could see where that's only... well, no because you're starting early and ending a little bit later.

- Yeah so we--

- [Veronica] Can you do, can you work it with that?

- It all depends upon the facility.

- Because some days you can't keep your child in for a longer period of time. And then, what is it, nine hours or something is the--

- Yeah, that's usually what it is. So when I think last year we rolled it out a couple of weeks before it started so I think it was pretty difficult to plan for that. But now this year I think we know before hand and we have a lot more time. And we also know that this is a concern from our employees and we're going to work with our supervisors to make sure that we can accommodate this and address this concern.

- So does the city have a policy that say inspection is a field worker. And are they quitting at 11:30 on Fridays, were they?

- I think this past year they did and I think it's up to them how they want to handle it based on the supervisor because we want our schedules based upon the need of the position and how they serve the public.

- If an inspector's out in the field should there or does there have to be a supervisor within City Hall?

- I think we typically want that. But I think that's a concern we're going to continue to address and see if it doesn't necessarily have to be their direct supervisor. Could it be the director, assistant director. Does it have to be the same person every Friday? Could they switch off to help people who have different hours?

- Okay, then if there was a clerk say in the Clerk's Office who, because of day care needs, the schedule doesn't work. Would we allow that person to come in 8 o'clock instead of 7:30 and leave at 4:30 instead of 5:00 and allow them to work Friday from 8:00 to 4:30?

- So I think that's where we want to address where I think what would happen is the person on Friday, more than likely wouldn't have to work from 8:30 to 4:30. It'd probably be like 8:30 to 1:30 to help accommodate the early leaving time and showing up later, so my guess would be to accommodate those hours. But that's something we've got to talk to their supervisors about and some departments I think did a very good job with helping out those individuals and some did not. So that's based on coverage, number of employees, etcetera.
- Because to me it's a neat thing.
- Yeah.
- If it doesn't affect you adversely. And if it's going to affect you adversely again we want to keep those employees happy. Not just happy, but I mean, they don't want to be forced into a situation they hadn't planned on when they took the job. And so I think we have to do everything possible to have the supervisors aware that we're not really making accommodations but we just got to work it so it fits with what our employees need.
- Yeah, that's exactly what it is and I think we're going to spend the next three to four months doing that to make sure that we are helping out these individuals. Because it wasn't a lot of individuals but you're right, if it does affect you, it's a big thing.
- I've got to get an app on my phone so that I can try to call after 11:30 on a Friday it just tells me no one's going to answer. I don't know how many times I did that and I swear I'd be like, how come no one's answering?
- I want to say too that we wouldn't want an employee in one department here until 4:30 because the idea was too that if you closed down City Hall at a certain hour on Fridays you're saving on your energy needs too.
- That was part of it. Yeah, definitely and it also was we want to have the same time that we open. So certain departments weren't open and other departments were closed so that it wasn't confusing.
- Right, right, for everybody. And this is something you should've told John, here's our savings.
- All right, any questions from anybody else?
- Oh and I was going to say too I've been here at City Hall going down the steps and I've had employees leaving at 11:30, whatever it was on Fridays, and they were thanking me for giving them that time back.
- [Kathy] That's nice, good.
- [Bill] All right so--
- I move to receive and place on file?
- [Barb] Second.
- [Bill] All those in favor?
- [All] Aye.
- Passes unanimously. Number five, report of routine personnel actions for regular employees. Any questions from the committee? I'll entertain a motion.
- [Kathy] Move to receive a place on file.

- Second.
- [Bill] All right, all those in favor?
- [All] Aye.
- [Bill] It passes unanimously and I guess the same thing with our meeting.
- Right, yeah.
- [Bill] All right.
- Move to adjourn.
- Second. Oh, I need a second. All those in favor?
- [All] Aye.
- [Bill] Then this meeting is concluded. Thank you everyone.
- [Veronica] Thank you.