



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 28, 2020, 4:30 PM

AMENDED

Virtual Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. ZOOM MEETING CALL NUMBERS

I. This item contains a document which provides call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

Present: Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

Others Present: Ald. Mark Steuer, Ald. Craig Stevens, Ald. Kathy Lefebvre, Ald. Lynn Gerlach, Mayor Eric Genrich, Community and Economic Development Director Kevin Vonck, Community and Economic Development Asst. Director Cheryl Renier-Wigg, Chief Building Inspector Paul Van Calster, Police Chief Andrew Smith, Human Resources Director Joseph Faulds, Human Resources Operations Manager Melanie Falk and others.

C. ELECTION OF PERSONNEL COMMITTEE CHAIR

Ald. Bill Galvin was unanimously elected as the Personnel Committee Chair.

D. ELECTION OF PERSONNEL COMMITTEE VICE CHAIR

Ald. Brian Johnson was unanimously elected as the Personnel Committee Vice Chair.

E. APPROVAL OF THE AGENDA.

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

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

F. APPROVAL OF MINUTES.

I. Approval of the minutes from April 7, 2020.

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

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

G. REGULAR BUSINESS.

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

- a. Signs Operator - Public Works
- b. Signs Worker Foreperson - Public Works
- c. Operator I (Night Sweeper) - Public Works

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to consider all of the positions as one item. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

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

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

2. Consideration with possible action on the request to establish a Commercial Building Inspector classification and reclassify one Building Inspector to a Commercial Building Inspector.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve the request to establish the Commercial Building Inspector position and to reclassify the employee currently performing the work. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

3. Consideration with possible action to approve a request by the Green Bay Professional Police Association under Article 13.1 Duty Incurred Disability Pay of the collective bargaining agreement to extend the time period to provide full pay beyond 180 days for an officer who has sustained an injury on duty and is disabled from performing normal duties.

The Committee may convene in closed session pursuant to 19.85(1)(f) Wis. Stats. for the purpose of deliberating to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. The Committee may, thereafter, reconvene in open session pursuant to 19.85(2), Wis. Stats. To report any actions taken during closed session and to consider all other matters on the agenda.

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

H. INFORMATIONAL.

1. Request by Ald. Galvin to discuss concerns behind the delay of City Appointed Officials from the Common Council meeting on April 21, 2020.

The Committee may convene in closed session pursuant to 19.85(1)(c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee. The Committee may, thereafter, reconvene in open session pursuant to 19.85(2), Wis. Stats. To report any actions taken during closed session and to consider all other matters on the agenda.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to go into closed session. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to return to open session. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

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

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

2. Report of routine personnel actions for regular employees.

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

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

3. Next meeting date: May 12, 2020

I. ADJOURNMENT.

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

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

VERBATIM MINUTES

- [Bill Gavin] With role call, Bill Gavin is here.
- [Barbra Dorff] Barbra Dorff is here.
- [Alder Corpus-Dax] Alder Corpus-Dax is here.
- [Brian Johnson] Johnson here.
- [Bill Gavin] All right. We are all accounted for, and let's see, We'll go to the election of the Personnel Committee Chair, and then we'll do the election of The Personnel of the Committee Vice Chair. Do I have any nominations for the chair? Elder Dorff.
- [Barbara Dorff] Yes, I would like to nominate Elder Bill Gavin as chair.
- [Bill Gavin] All right. Anyone else?
- [Alder Corpus-Dax] We don't need to second. Correct?
- [Barbra Dorff] Right.
- [Bill Gavin] All right, and I'll except that nomination um, and then I think we do a role call vote, or We can do a... I don't know. Does it have to be majority or role call vote Joe?
- [Joseph Faulds] Um, you can do a are you asking if you can do the vote open or closed?
- [Bill Gavin] No, I mean can we just do all in favor I and?
- [Joseph Faulds] You can if you want, yeah.
- [Bill Gavin] Okay, all those in favor?

- [Alder Corpus-Dax] I
- [Barbra Dorff] I
- [Bill Galvin] I All those not in favor? All right. And I think Brian hasn't unmuted it yet. Um okay. So. Majority voted.
- [City Of Green Bay] I think it says Brian is connecting to audio. He might be having an issue?
- [Brian Johnson] No, I'm good.
- [City Of Green Bay] Okay.
- [Bill Gavin] Okay.
- [Brian Johnson] Sorry, I just keep it on mute unless I need to speak.
- [Bill Galvin] Avoids awkward issues.
- [Bill Gavin] All right. Onto the election of the Personnel Committee Vice Chair nominations.
- [Alder Corpus-Dax] I nominate Brian.
- [Bill Galvin] Okay.
- [Barbara Dorff] Second.
- [Bill Galvin] All right, any other nominations?
- [Bill Galvin] Hearing done. All those in favor of Elder Johnson for vice chair?
- [Everyone] I
- [Bill Galvin] Any opposed? And that appears uh, passing unanimously. Okay uh
- [Joseph Faulds] One... one quick thing.
- [Bill Gavin] Yes?
- [Joseph Faulds] I did have a quarter, but we didn't need it so that was good. I thought we would have to use it.
- [Bill Gavin] And I have a frame we could put it in if we needed to.
- [Joseph Faulds] All right. Sorry to interrupt.
- [Bill Galvin] Oh, that's fine. I enjoyed that. Um I'll entertain a motion for the agenda?
- [Alder Corpus-Dax] So moved.
- [Barbara Dorff] Second.
- [Bill Galvin] Second?

- [Barbara Dorff] Second.
- [Bill Galvin] All right. All those in favor.
- [Barbara Dorff] I
- [Alder Corpus-Dax] I
- [Bill Galvin] Any opposed? All right. Um, everyone's had a chance to look at the minutes. I'll entertain a motion on the minutes.
- [Barbara Dorff] Motion approved.
- [Alder Corpus-Dax] Second.
- [Bill Galvin] Motion to approve in a second. All those in favor? Say I.
- [Barbara Dorff] I
- [Alder Corpus-Dax] I
- [Bill Gavin] Any opposed? And that passes unanimously. Onto regular business. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers. We have a signs operator from public works, signs worker foreperson from public works, and an operator from public works. We can take this all as one, unless uh Saul would like to discuss A, B, or C as a separate item. Okay I'll entertain a motion.
- [Barbara Dorff] I move that we take it all as one.
- [Bill Galvin] Okay.
- [Alder Corpus-Dax] Second.
- [Bill Galvin] Second? All right, all those in favor?
- [Alder Corpus-Dax] I.
- [Barbara Dorff] I.
- [Bill Galvin] Any opposed? Okay, that passes unanimously. Onto, okay now a motion to I'll entertain a motion to approve item number one.
- [Barbara Dorff] Um, I hope to approve.
- [Alder Corpus-Dax] I second.
- [Brian Johnson] I vote.
- [Bill Galvin] Motion to approve in a second. All those in favor say I.
- [Barbara Dorff] I.

- [Alder Corpus-Dax] I.

- [Bill Galvin] Any opposed? And that passes unanimously. An item too consider with possible action on the request to establish a commercial building inspector classification reclassify one building inspector to commercial building inspector.

- [Celestine Jeffereys] That's pretty fast.

- [Bill Galvin] Staff?

- [Joseph Faulds] So for this item you do have a a memo that is prepared by a Generalist Jennifer Schmitz and we also have, um, director Vonck on the line as well as I think also If you have any questions I can direct you to them, and they can answer that for you.

- [Bill Galvin] I guess just for the public's, um, understanding that might be listening in that hasn't been able to access or aim for the future if either Vonck, or um, whoever wrote the memo could just give us a brief outline of what they're trying to accomplish here.

- [Kevin J. Vonck] Sure. This is director Vonck. Paul Van Calster Building Official is also here. Um, He put together the memo, but just from a high level one of the things we're trying to do in the department is just really work on having career progression, and I'm looking at responsibilities in terms of you know, when employees come in and are there opportunities to grow, and we have that a lot throughout the department, except we don't have that a lot in our inspection division, and so we've been working with Director Faulds, you know overall under terms strategy especially, um, you know he's a bit more senior staff. Who may be on the verge of retirement down the line to have different classifications in our building inspectors, our trade inspectors, our housing and zoning inspectors. So, we've had a long ongoing conversation about this I think this probably a point of contention. Maybe this is Pre-director Faulds. Initially when the comp and class study was done about, they had all the building inspectors together. I think there was enough difference in the activities that they were doing to have them differently, but the consultant and the director at the time felt that there was not. However, after rightly evaluating activities after a few years um, I really feel like it is time to differentiate the building inspectors based on the work that they are doing. And we have an individual who is really responsible for all of the commercial inspection in the city. This is high level high risk work as I mentioned in my email to you. I mean there's no shortage of big projects going on in the city. Well, from a development perspective. We've got hospitals. They continue to grow and expand. Industry that continues to grow and expand, and despite the pandemic, you know things aren't really slowing down, so what we are looking to do is to reclassify one of the building inspector positions to a commercial building inspector position. The second part of that would be to re-class one individual into that position. I think what that does is provides an opportunity in terms of a career ladder for inspectors, but also it really reflects the nature and the complexity of the work that is done. Working through our department in terms of having the skills and qualifications to meet that commercial building You know we're trying to train others to be able to have certifications and complex work, but right now at the time we only one individual able to do that. With that I think that will help us in terms of being able to provide a better response to our business community. Especially dealing with these big project that we see in the forthcoming future here. So with that come for you the request today. Um, I don't know if Chief Building Official Van Calster wants to add anything to that.

- [Paul Van Calster] This is Paul Van Calster, Chief Building official. I don't have a lot to add to that. Kevin spoke well. The key component of this is the years of experience and the level of complexity that this position has to deal with compared to just lumping that individual as a building inspector verses a commercial inspector. So, that's the big push as Kevin said why we want to separate them and distinguish between.

- [Kevin J. Vonck] Yeah. To illustrate I mean there's a big difference looking at a single family house and Green Bay Packaging. Elder Dorff have a question?

- [Barbra Dorff] I do. So, is there a person that you're planning to put in this position? Is that a separate are we dealing with that separately or is someone immediately going to be reassigned? When will that happen?

- [Kevin J Vonck] That is part of this request, and we are looking at Rob Cormeer, who has been serving in that capacity as asking for the reclassification of his position.

- [Barbra Dorff] I missed that in here. Okay, thank you.

- [Bill Galvin] Are there any other questions? any other committee members?

- [Barbra Dorff] There it is. Okay. I see it. Thank you.

- [Brian Johnson] Just one question here Bill.

- [Bill Galvin] Yeah Elder Galvin, um Dr. Vonck is this particular position um, from the report it looks like this uh, individual is already doing 90 percent of the work that's classified in here. Do you see, I guess the responsibilities of this position changing at all, or is it just we're changing the grade to be the scope or responsibility for this role.

- [Kevin Vonck] So I think part of to fold. Yes, I think it's partly to reflect, um, the actual actions that this individual has been doing, but in terms of increased responsibilities, we would like to make sure this individual is training other building inspector in our department. I think it's really important that we build kind of a chain of continuity. You know if this individual is out for any reason. We're lacking when it comes to providing services on the commercial sector. So, I think, um, you know we have a few inspectors who are much younger in terms of experience, and I think part of the additional responsibilities would be to help train individuals both from a building plan review perspective and on-site inspection tasks as well. So, having that individual do those additional things would be something asked of this position.

- [Brian Johnson] Okay, by forces I'm trying to avoid the appearance that we're handing out a raise at a time when we can ill afford it, but if we can justify that with added responsibilities I think that makes a little more sense than just a straight up reclassification. For the sake of really, you know, modifying the pay scale.

- [Kevin J. Vonck] Correct, I and you know, I would take I've been taking individuals out of it, um, I think just longer term also if this individual were to retire, how would that work for the city in terms of retention or recruitment to get somebody to come in and do this level of work that we're asking. It would require, again, that higher level of experience, and coordinating with a higher level of pay that's as comparable to other communities that do this as well. So I think the other piece that we've talked about, and um, I sent out an email to the members in term of our goal. I think I'm very sensitive to the budget and where things are at, and making sure were doing this in a way that is budget neutral. Now it's necessarily a formal action that's taken by the personnel committee, but working with HR and how we fill our vacant compliance inspector position to do that in a manner where there's some part time employees that provides, in a good way, some flexibility for us and the department, but will ultimately make this budget neutral if not potentially resulting in a savings you know, overall for our department.

- [Brian Johnson] Okay. Thank you.

- [Kevin J Vonck] Mhm.

- [Bill Galvin] Um, Doctor Vonck, um, just a, I think one question that comes to mind. In your memo to us, you described how there's actually been an increase in uh building and construction work. Commercial work being done within the city of Green Bay. Compared to other years is this a budge?

- [Kevin Vonck] Um yeah so we're pulling some numbers together and that's sometimes hard to tell, right? Depending on how you slice the data. Um, but since I've been with this city over five years, the number of permits we're dealing with has increased, and the monetary value in terms of the you know we estimate a value of the construction has increased pretty significantly, and then also with that just the complexity of the project. So when you're dealing with something like you know Green Bay Packaging that has very intricate mechanicals and H packet, and it's a very complex structure. Or you know our health care facilities um, you know, we've seen Aurora, Prevea's building a new facility. These aren't just, you know, a warehouse or an office building. These are things that require attention to detail, and in terms of the plan. Not to mention, uh, 1265 Lombardi Avenue were also responsible for doing that inspection. They seem to like to remodel every few years, and again that's another thing in terms of utmost health and safety. You know those are things that we consider in terms of both complexity of what this individual does that's what we've been having more of.

- [Bill Galvin] Okay, and it seems like they and that we're we were until this Covid thing hit. We were on a roll. I mean there's proposal for Fox River Area Development. The certificate that we created on their apartment buildings and all that. Are staff able to keep up with it? Right now, I mean. Uh, where would you say we're at? I mean as, you know for staff able to do their job, and do it right so that it's being done properly, but also being done so that we're not making people wait to get their projects up and running, and continuing the run to the end so that they can get done as quickly as possible and save themselves some money, and get their properties open to the public.

- [Kevin J. Vonck] Sure. Um. A few comments and then I would like to um you know or keep building official talks about this. I would say we are taxed in terms of our workload activity um of course with Covid, we've had to switch things up. But we've been able to really perform most everything. in terms of permitting and processing and doing inspections for joy. You know right now we do have a little bit of funds that we use to work on the contract and the employee I'm doing some commercial site plan review, because we just we can't handle it in house in terms of, again, those who have the commercial building experience to review plans and go through those um, we're not able to handle them totally with our staff right now. I would say, you know, we're tight when it comes to scheduling inspections and pushing that turnaround. I think in terms of, you know overall as we talk about customer service, um, You know when we have site plans and building plans you know we like to be able to turn those around You know, within a two week period. Anything we can do more is great, but I think, you know when it comes to deadlines we're filling up, and we have enough in the cue to do those. Again, I'll go back to the, I think a lot of that comes with the complexity of these projects. I mean they're not just like a simple office building with simple office buildouts, I mean they're very detailed or complex projects. We did ask or talk about a building inspector an additional building inspector in the last budget. I know because of constraints that that was removed. Um, I know we plan to do so again in this upcoming budget. Um, you know I guess we'll see how things shake out. Uh, given the overall economy. Um, but just anecdotally, you know, from what we've seen in terms of permit volume we're doing a lot better than I thought we would be. You know despite the slowdown of things there are still projects that are happening in the community, and I just know, you know, our front office staff and our inspectors have been busy in terms of having getting a full load of permits to process and plans to inspect. I don't know if, um, Van Calster wanted to weigh in on any of that, or just provide some context.

- [Paul Van Calster] is, is, yeah we're right on the edge we're still staying on top of plan reviews and site plan processors. There's nobody waiting on if you love the city. It seems like the demeanor of those submitting is a little more friendly, which is good. Or to the fact that people are working virtual. And, and, it's just, it's folding well I'll just say it that way. But we are getting tight, and there's an indication there's a desk up here, on 6th floor that, where the site plans come in and when that table, that drafting table's full, it means that the flood gates are coming, and it's still busy it hasn't slowed down and actually it's picking up right now.

- [Bill Galvin] Okay, and I would ask that, um. I mean I agree with what you're trying to do here, but I would also ask them that we be kept apprised of how that's moving along. If we have to sub contract out temporarily, or start looking at a part time position, or whatever it takes. You know we've heard the complaints about um, contractors, um, having to wait on the City of Green Bay, and I certainly don't want that to happen. It seems

we're on a good roll here, I'm not sure how Covid is going to affect it down the road. Continue that road going and keep these contractors happy with us because we're doing or helping them to get their jobs done as quickly in the long run. Um, I want to make sure that that we keep that in the forefront here, and don't let it fall by the wayside and try to do more with less which ends up sometimes doing less with less.

- [Barbara Dorff] I would like to make a motion to approve the change, and to establish the commercial building inspector classification, and fill it with the person that was recommended.

- [Bill Galvin] Do I have a second.

- [Alder Corpus-Dax] Second.

- [Bill Galvin] Okay I have a second. All those in favor? I

- [Barbara Dorff] I

- [Bill Galvin] All those opposed? And that passes unanimously. All right onto number three I'm sorry?

- [Kevin J Vonck] Thank you.

- [Bill Galvin] Oh, You're welcome. Um, consideration with possible action to approve a request, um, by the Green Bay Professional Police Association under article 13.1, Duty Incurred Disability Pay of the collective bargaining agreement to extend the time period provided to provide full pay beyond 180 days for an officer who has sustained an injury on duty and is disabled from performing normal duties. Um I think all of us have been able to read the attachment that came with this. Does anyone have any questions about what is going on here or would someone be willing to, uh, make a uh, recommendation here.

- [Barbara Dorff] I make a Motion that we recommend to approve. I don't have any questions.

- [Bill Galvin] Okay. Elder Johnson, do you have any questions? Alder Corpus-Dax? Oh, there you are, I'm sorry Alder Corpus- Dax, do you have any questions? Okay then I would, uh, I'm looking for a second?

- [Barbara Dorff] Everyone's muted.

- [Bill Galvin] Did I get a second yet? Okay a second for Alder Corpus-Dax. All those in favor say I.

- [Everyone] I

- [Bill Galvin] And that passes unanimously. Um onto informational. Request by Oliver Galvin to discuss concerns behind the delay of city appointed officials from the common council meeting or April 21st 2020. Um, I would like to go into session. So I'll make a motion to into closed session.

- [Alder Corpus-Dax] Second.

- [Bill Galvin] Okay, I have a second. All those in favor?

- [Everyone] I.

- [Bill Galvin] I'll ready the verbiage that goes with that. The many made convenient close session pursuant to 19.85 sub 1 sub C Wisconsin statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee the committee made there after reconvene an open session pursuant to 19.85 sub 2 Wisconsin Statutes that report any action taken during closed sessions and to

consider all other matters on the agenda. All right so Joe, I guess you can let us know when we're all in closed session.

- [Joseph Faulds] Yep. I will do that.

- [Bill Galvin] Elder Johnson, thank you. Elder Corpus-Dax thank you for seconding. All those in favor? All right and none opposed. So that's unanimous that we're back in open session. I'll entertain a motion.

- [Barbara Dorff] I would like to receive it in place on file. The informational item that we discussed.

- [Alder Corpus] I second that.

- [Bill Galvin] And a second. All right. All in favor of that.

- [Everyone] I.

- [Bill Galvin] And that answers that unanimously. On a number two, report of routine personal actions for regular employees. I just want to have in questions for Director Pauls.

- [Alder Corpus-Dax] Nope.

- [Bill Galvin] All right. I will entertain a motion on that.

- [Alder Corpus-Dax] Rush, and receive a place on file.

- [Barbara Dorff] Do we have to approve it or save a place on file?

- [Melanie Falk] Save a place on file.

- [Barbara Dorff] Okay. Second.

- [Bill Galvin] All right all those in favor?

- [Everyone] I

- [Bill Galvin] That passes unanimously. Next meeting date is May 12, 2020. And I would entertain a motion to adjourn.

- [Alder Corpus-Dax] Motion to adjourn.

- [Barbara Dorff] Motion to adjourn.

- [Bill Galvin] All in favor?

- [Everyone] I.

- [Bill Galvin] See you in a few minutes.

- [Joseph Faulds] Have a good night everyone.

- Thanks