



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 26, 2020, 3:00 PM

Virtual Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information.

- I. This item contains documents which provide 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

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from May 12, 2020.

E. 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. Sanitation Superintendent - Public Works
 - b. Neighborhood Development Specialist - Community and Economic Development
2. Consideration with possible action to provide health and dental benefits for the positions at the Oak Learning Center at the Wildlife Sanctuary.

F. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: June 9, 2020

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Personnel Committee for 5-26-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/83274696432?pwd=NnkrQmdEWjhqZko3T1hrUjlSSlZhUT09>

Meeting ID: 832 7469 6432

Password: 842618

One tap mobile

+13017158592,,83274696432#,,1#,842618# US (Germantown)

+13126266799,,83274696432#,,1#,842618# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 832 7469 6432

Password: 842618

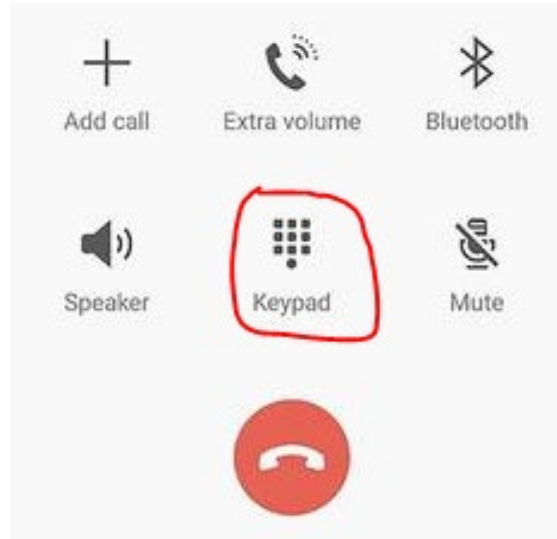
Find your local number: <https://us02web.zoom.us/j/83274696432?pwd=NnkrQmdEWjhqZko3T1hrUjlSSlZhUT09>

Additional Information

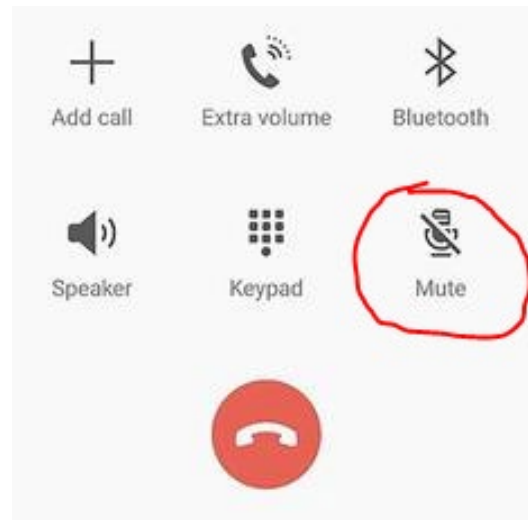
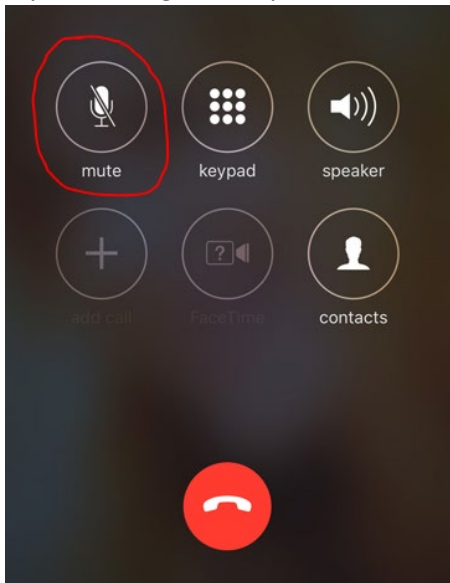
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 26, 2020

PREPARED BY

AGENDA ITEM # E.I

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

- a. Sanitation Superintendent - Public Works
- b. Neighborhood Development Specialist - Community and Economic Development

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 05.26.2020
2. Sanitation Superintendent DHE 5.18.2020
3. Neighborhood Dev Specialist - K. King

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 26, 2020

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2020 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Sanitation Superintendent – Replacement position due to the retirement of Debbie Epping effective June 16, 2020. Salary range: \$68,182 - \$76,211 per year.
- Neighborhood Development Specialist - Replacement position due to the retirement of Kevin King effective June 16, 2020. Salary range: \$50,440 - \$59,321 per year.

**Position Fill Request
Justification Report
May 12, 2020**

Position Title: Sanitation Section Superintendent – DPW-Operations Division

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position will be vacant as the result of the retirement of Sanitation Section Superintendent Debbie Epping, effective at 3:00 p.m. on Tuesday, June 16, 2020

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**
Yes, the 2020 salary range for a DPW Superintendent is \$68,182 to \$76,211 per year.

- 3. Please list the functions and any special information regarding this position.**
The Sanitation Section Superintendent is responsible for coordinating and managing daily activities of Operations Division Sanitation Section, including 1) prioritizing and coordinating work assignments, 2) interaction with field employees to assure duties are completed, 3) problem-solving, 4) public interaction, 5) project planning, 6) associated record-keeping, and 7) employee discipline. This position assures proper implementation of the City's trash/recycling, curbside brush, and bulk waste collection programs. It is also instrumental in the evaluation and improvement process of these programs due to intimate knowledge and oversight of daily operations.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
Yes, the Sanitation Section Superintendent manages the DPW bulk waste collection program, and enforcement of the City solid waste ordinance. Both items generate revenue by assessing fees and fines consistent with City policy and ordinance.

- 5. Please explain why current staff is unable to absorb duties of this position.**
Only one (1) supervisory staff member leads the daily function of Sanitation Section. Until the early 1990's, Operations Division had 11 supervisory staff members covering four (4) sections; *averaging 2.75 supers per section*. At that time, there was little (if any) crossover of responsibilities between sections. Operations Division currently has six (6) supervisory staff covering three (3) sections; *averaging 2.0 supers per section*. Workload of the current supervisory staff is maximized.

- 6. If duties of position are presently being done, how are they done?**
Existing Superintendents and the Operations Division Director will perform duties of the Sanitation Section Superintendent until the vacancy is filled

- 7. What service would be reduced or eliminated if this position is not filled?**
DPW services will not be eliminated if this position is vacant. But the timely and efficient delivery of those services will be impacted. As noted above, the Sanitation Section Superintendent manages daily activity of the Sanitation Section. This position's function is to plan, schedule and prioritize assignments, evaluate existing work programs, track and

keep records for all functions, address complaints, enforce work rules, and interact with the public and elected officials.

8. What are the alternative methods and costs of accomplishing the work?

There is no alternative method to accomplish this work. To effectively manage the day-to-day activities of Sanitation Section there must be an on-site, focused Superintendent leading daily operations.

9. Are there union issues?

No, this is a non-represented administrative position

10. Other supporting comments.

None

**Position Fill Request
Justification Report
May 21, 2020**

Position Title: **Neighborhood Development Specialist**

1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.

 X Replacement Position Not a Replacement Position

Kevin King is retiring effective 6/16/2020.

2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.

This position is funded entirely by Community Development Block Grant funds (CDBG. This position is paid at grade H (\$50,444-\$59,321).

3. Please list the functions and any special information regarding this position.

Leads partnership and outreach efforts, works with staff on relocation, disposition, acquisition and property management, manages planning and implementation of CDBG activities, including housing and homelessness prevention initiatives, develops and implements neighborhood based grant and loan programs

4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.

This position may write grants based on needs presented to the Department

5. Please explain why current staff is unable to absorb duties of this position.

Current staff are busy with their own tasks. There is not enough time for the absorption of all of these duties. Plus additional funding will be coming to the Department that will need staff to implement

6. If duties of position are presently being done, how are they done?

Some of the duties are being done by the current Neighborhood Support Specialist who is funded 50% with CDBG funding. That 50% of funding would be used to support this position. The other 50% would be provided by CDBG as well.

7. What service would be reduced or eliminated if this position is not filled?

Customer service to our community partners and neighborhood associations, less use of our CDBG funding due to not being able to create or manage more programs, less housing development opportunities and new programs created and administered

8. What are the alternative methods and costs of accomplishing the work?

There are no alternative methods of funding. This person will be working on programing and administering our CDBG/HOME funding. If the position is not funded, we may run into difficulty being able to obligate our funds as required by HUD.

9. Are there union issues?

No.

10. Other supporting comments.

This position is important so we can meet our obligation for the administering of CDBG/HOME funding, as well as maintaining our great working relationships within the community and our 45 neighborhood associations. With COVID funding adding programmatic work and the creation of affordable housing initiatives a priority for the City, it's important to be fully staffed to meet these goals. This is a CDBG funded position and will not affect the City budget.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 26, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to provide health and dental benefits for the positions at the Oak Learning Center at the Wildlife Sanctuary.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 4K Teacher-Naturalist Health Dental 2020

**2020 4K TEACHER AND 4K NATURALIST
HEALTH & DENTAL COSTS FOR 1 YEAR OF COVERAGE**

Benefit	Monthly Premium	Employee Monthly Rate	Employer Monthly Rate	Employer Annual Cost Per Position	Employer Annual Cost (4) Positions
Family Coverage PPO Plan - Employee Pays 12.5%					
Health	\$1,605.66	\$200.71	\$1,404.95	\$16,859.43	
Humana Dental	\$133.51	\$16.69	\$116.82	\$1,401.86	
				\$18,261.29	\$73,045.14
Family Coverage PPO Plan - Prorated @ 80% FTE - Employee Pays 20%					
Health	\$1,605.66	\$321.13	\$1,284.53	\$15,414.34	
Humana Dental	\$133.51	\$26.70	\$106.81	\$1,281.70	
				\$16,696.03	\$66,784.13
Single Coverage - Employee Pays 12.5%					
Health	\$662.88	\$82.86	\$580.02	\$6,960.24	
Humana Dental	\$43.93	\$5.49	\$38.44	\$461.27	
				\$7,421.51	\$29,686.02
Single Coverage Prorated @ 80% FTE - Employee Pays 20%					
Health	\$662.88	\$132.58	\$530.30	\$6,363.65	
Humana Dental	\$43.93	\$8.79	\$35.14	\$421.73	
				\$6,785.38	\$27,141.50

*Vision Insurance - there is no cost to the City, the full premium is paid by the employee.
Premium rates range from \$2.94 to \$11.02 bi-weekly.

**2021 (2% Increase) 4K TEACHER AND 4K NATURALIST
HEALTH & DENTAL COSTS FOR 1 YEAR OF COVERAGE**

Benefit	Monthly Premium	Employee Monthly Rate	Employer Monthly Rate	Employer Annual Cost Per Position	Employer Annual Cost (4) Positions
Family Coverage PPO Plan - Employee Pays 12.5%					
Health	\$1,637.77	\$204.72	\$1,433.05	\$17,196.62	
Humana Dental	\$136.18	\$17.02	\$119.16	\$1,429.89	
				\$18,626.51	\$74,506.04
Family Coverage PPO Plan - Prorated @ 80% FTE - Employee Pays 20%					
Health	\$1,637.77	\$327.55	\$1,310.22	\$15,722.62	
Humana Dental	\$136.18	\$27.24	\$108.94	\$1,307.33	
				\$17,029.95	\$68,119.81
Single Coverage - Employee Pays 12.5%					
Health	\$676.14	\$84.52	\$591.62	\$7,099.44	
Humana Dental	\$44.81	\$5.60	\$39.21	\$470.49	
				\$7,569.94	\$30,279.74
Single Coverage Prorated @ 80% FTE - Employee Pays 20%					
Health	\$676.14	\$135.23	\$540.91	\$6,490.92	
Humana Dental	\$44.81	\$8.96	\$35.85	\$430.16	
				\$6,921.08	\$27,684.33

Position	Salary	FICA/Medicare	2020 WRS	2021 WRS	2020-2021 Annual Salary	2020/2021 Annual Salary + Benefits		
4K Teachers							Per Position	For 2 Positions
	\$ 42,315.72	\$ 3,237.15	\$ 1,154.87	\$ 1,666.18	\$ 48,373.92	Salary + Fam Cov @ 12.5%	\$ 66,848.25	\$ 133,696.51
	\$ 42,315.72	\$ 3,237.15	\$ 1,154.87	\$ 1,666.18	\$ 48,373.92	Salary + Fam Cov @ 80% FTE	\$ 65,264.74	\$ 130,529.48
					\$ 96,747.84	Salary + Single Cov @ 12.5%	\$ 55,882.01	\$ 111,764.02
						Salary + Single Cov @ 80% FTE	\$ 55,238.46	\$ 110,476.92
Naturalist								
	\$ 28,880.12	\$ 2,209.33	\$ 788.19	\$ 1,137.15	\$ 33,014.79	Salary + Fam Cov @ 12.5%	\$ 51,489.12	\$ 102,978.24
	\$ 28,880.12	\$ 2,209.33	\$ 788.19	\$ 1,137.15	\$ 33,014.79	Salary + Fam Cov @ 80% FTE	\$ 49,905.61	\$ 99,811.21
					\$ 66,029.57	Salary + Single Cov @ 12.5%	\$ 40,522.88	\$ 81,045.75
						Salary + Single Cov @ 80% FTE	\$ 39,879.33	\$ 79,758.65

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 26, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Mechanic	Public Works	Peter Falish	5/26/2020
Electrician	Public Works	Kirk Drossart	5/18/2020
Park Maintenance Worker	Park Rec & Forestry	Cody Fernlund	5/18/2020
Seasonal Maintenance	Public Works	Christian Kozak	6/16/2020
Seasonal Engineering Aide	Public Works	Owen Martzke	5/18/2020
Seasonal Engineering Aide	Public Works	Abdi Mohammed Abdullahi	5/26/2020
Seasonal Maintenance	Public Works	Jack Drake	6/1/2020
Seasonal Maintenance	Public Works	Jackson Kispert	5/19/2020
Seasonal Engineering Aide	Public Works	Anna Schenk	5/26/2020
Seasonal Maintenance	Public Works	Alex Young	5/18/2020
Seasonal Engineering Aide	Public Works	Adam Herzog	5/21/2020
<u>Rehire</u>			
Seasonal Engineering Aide	Public Works	Victoria Worcester	5/4/2020
Seasonal Engineering Aide	Public Works	Gracien Onya	5/18/2020
Seasonal Engineering Aide	Public Works	Kory Smits	5/26/2020
Seasonal Maintenance	Public Works	Jonny Samp	6/1/2020
Seasonal Maintenance	Public Works	Marcus May	5/18/2020
Seasonal Maintenance	Public Works	Jakob Krueger	5/20/2020
Seasonal Engineering Aide	Public Works	Reed Blake	5/26/2020
<u>Reclassification</u>			
Building Inspector	Community and Economic Development	Rob Cormier	5/11/2020
<u>Promotion</u>			
Truck Driver - Streets	Public Works	Crede Haut	5/19/2020
Sewer Maintenance Worker			
<u>Grade/Step Change</u>			
Dispatcher	Transit	Jacob Lueptow	5/7/2020
Dispatcher	Transit	Ashton James	5/5/2020
Forestry Worker II	Park Rec & Forestry	Nicholas McDonald	4/17/2020
Executive Secretary	Mayor's Office	Terry Sorelle	4/16/2020
Operations Supervisor	Transit	Chris Braatz	6/1/2020
Executive Secretary	Park Rec & Forestry	Melissa Edison	6/1/2020
<u>End of Employment</u>			
Public Works Superintendent	Public Works	Deborah Haines-Epping	6/16/2020