



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 8, 2020, 4:30 PM
IMMEDIATELY FOLLOWING FINANCE COMMITTEE
Virtual Meeting. Public may join via Zoom.

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 August 4, 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. Forestry Worker I - Parks, Recreation & Forestry
 - b. Real Estate Specialist - Economic Development
2. Request for consideration and approval to award a 3 year contract for crossing guard services to All City Management Services, Inc. the highest scoring proposer of RFP #3262 for the sum of \$1,314,672.
3. Consideration with possible action Health, Dental, Vision, Life and Disability benefits starting on January 1, 2021.

4. Consideration with possible action to extend the First Emergency Responder FFCRA leave to November 6, 2020 to coincide with the reimbursement from the Routes to Recovery: Local Government Aid Grants Program.

F. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: September 22, 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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Meeting ID: 862 4033 3108

Passcode: 953164

One tap mobile

+13126266799,,86240333108#,,,,,0#,,953164# US (Chicago)

+19292056099,,86240333108#,,,,,0#,,953164# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 862 4033 3108

Passcode: 953164

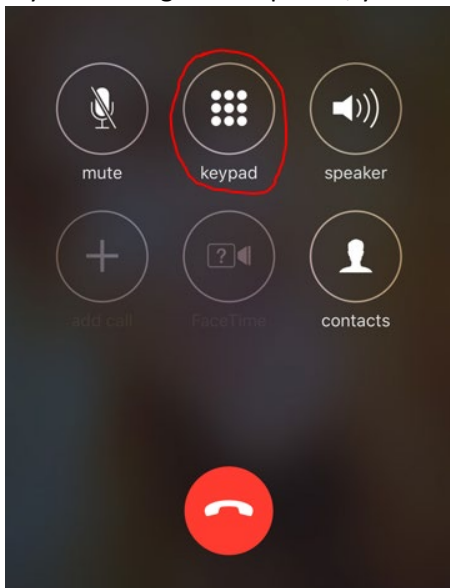
Find your local number: <https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Additional Information

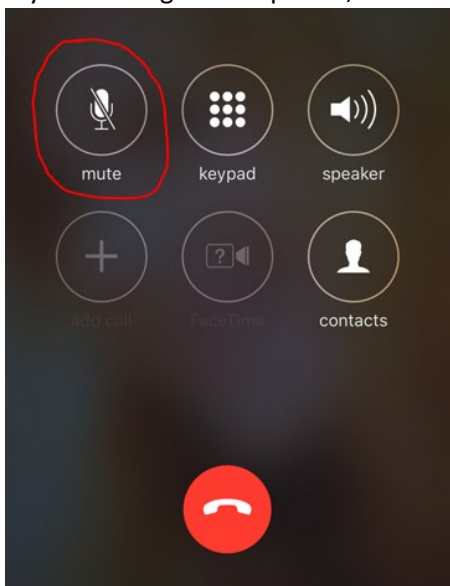
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

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

September 8, 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. Forestry Worker I - Parks, Recreation & Forestry
- b. Real Estate Specialist - Economic Development

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 09.08
2. Forestry Worker I - P. Kocha 08.14.20
3. Real Estate Specialist - Rovinski

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: September 8, 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.

- Forestry Worker I – Replacement position due to the resignation of Philip Kocha effective August 27, 2020. Salary range: \$19.96 – 21.14 per hour.
- Real Estate Specialist – Replacement position due to the resignation of Kenneth Rovinski effective September 8, 2020. Salary range: \$50,440 - \$59,321 annually.

**Position Fill Request
Justification Report
14 August 2020**

Position Title: Forestry Worker I (FW I)

- 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

- 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, this position is included in the current budget. Hiring Range – \$19.96- \$21.14.

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

Forestry Worker's I operate equipment and provide ground support for all phases of Forestry operations. Duties include: preparing tree planting sites, planting, fertilizing, watering, staking and mulching new trees; landscaping and pruning small trees along streets and in parks and assisting Forestry Worker II's (FW II) with tree pruning and removal. FW's also chip brush, load and unload wood, assist with rope work, perform girdling root work, cut roots along sidewalks and streets; bolting and bark tracing on damaged trees; spread wood chips under trees and playground equipment; perform stump removal and site restoration; haul and dump chipped brush; direct traffic and set up work safety zones.

Forestry Worker I's operate a variety of equipment including: skid steer loader, stump cutter, root cutter, winch truck, snow plow, tractor, snow blower, brush chipper, chain saw, various trucks and equipment; and perform basic routine maintenance of all equipment operated, load and unload equipment and refuel and adjust chain saws.

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

Does not produce direct revenue, a healthy urban forest does reduce heating and cooling costs, reduces storm water runoff costs, reduces carbon dioxide for cleaner air to breathe, trees increase property values, reduce crime rates, and make the City of Green Bay more aesthetically appealing to live, work and raise a family.

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

Position is very labor intensive, city and duties keep expanding, Emerald Ash Borer (EAB) is adding to workload, past reduction of staffing levels.

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

Current staff completes duties as assigned. FW II's are used to fill essential FW I assignments with the understanding that FW II services (tree pruning) will be reduced.

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

Tree pruning services would be reduced. FW II's will be chipping brush, hauling topsoil, etc. instead of performing aerial tree work. FW II's possess the skills and specialized training to perform all aspects of the forestry operations. FW I's are ground support and do not have the required skills to perform aerial tree work (Safety inspections, pruning, removals, etc.)

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

Overtime, private contracting.

9. Are there union issues?

Would not expect issues with replacement, may have issues if using private contractors.

10. Other supporting comments.

FW I's fill a critical role in meeting the challenge EAB is presenting to the City of Green Bay.

This request is to fill this Forestry Worker I position and all subsequent vacancies.

**Position Fill Request
Justification Report
September 2, 2020**

Position Title: Real Estate 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

This is a replacement position, due to the resignation of Ken Rovinski, effective September 8, 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.**
The Real Estate Specialist is funded 50% City Levy and 50% Neighborhood Enhancement Fund. The position is placed in Pay Grade H (\$50,440-\$59,321).

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

- Acquires property in compliance with statutes and regulations including preparing and presenting purchase offers, negotiating purchase of some properties, soliciting appraisal reports and reviews, , and performing related duties.
- Disposes of property and coordinates neighborhood programs such as the New Homes in Your Neighborhood (NHIYN) program and the Curb Appeal Program
- Compiles and presents information on available real estate. Develops marketing materials and strategies to facilitate the sale of available properties.
- Researches and prepares reports that may pertain to option contracts, tax deed transfers, lease agreements and ownership interest, and other title documents.
- Property management to include securing buildings, coordinating interior and exterior maintenance, and tenant management.
- Prepares and maintains records of properties and real estate transactions.
- Develops, coordinates, and implements neighborhood related programs in partnership with lenders and other public and private entities.

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

This position sells City owned properties, or works with housing developers to get properties back on the tax rolls.

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

There are far too many real estate duties for any staff person to absorb.

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

In the time between hiring a new position, new real estate transactions have stopped and staff are filling in to pick up outstanding duties.

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

Acquisition, disposition of properties and property management of City owned properties would be severely reduced or eliminated. New housing incentive work and marketing would be halted primarily for market rate products..

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

There are no real alternatives. We would need to outsource the above three activities.

9. Are there union issues?

No

10. Other supporting comments.

This is a very important position to the City. With the ever increasing demand for additional housing units, we need a staff person who can focus on creation of new housing units single family and rental, as well as disposing of City owned parcels to get them back on the levy.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 8, 2020

PREPARED BY

AGENDA ITEM # E.2

Request for consideration and approval to award a 3 year contract for crossing guard services to All City Management Services, Inc. the highest scoring proposer of RFP #3262 for the sum of \$1,314,672.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. RFP #3262 Intent to Award Notice and Consensus Evaluation 9.8.2020
2. X-Guard PowerPoint - Personnel Committee Presentation



September 3, 2020

RE: Notice of Intent to Award Crossing Guard Services Contract – RFP #3262

The City's Purchasing Department along with City of Green Bay's Human Resource and Green Bay Police Department conducted an RFP (Request for Proposal) from qualified vendors to provide Crossing Guard Services in compliance with state, local, and federal regulations. We received four Proposals. As a result of the RFP, we are requesting approval to make the following award:

- Recommendation to award a three year Contract for Crossing Guard Service to All City Management Services for the estimated amount of \$1,314,672 (~\$438,224 annual average) with two (2) one year renewals upon mutual agreement. This Contract will begin on January 1, 2021

The new contract is based on 183 school days with 100 hours per day per year for the Crossing Guards and additional hours for additional cost of Supervisor if this was submitted in proposal.

This recommendation will be brought for approval before the Green Bay Personnel Committee meeting on Tuesday September 8, 2020 at 4:30 pm for approval. This meeting is open to the public via Zoom. If you plan to attend, please confirm the Zoom information, date, time and room prior to the meeting by visiting our website, www.greenbaywi.gov. For your reference, a copy of the proposal summary is attached.

Thank you for the time and effort in submitting a proposal and also for your continued interest in doing business with the City of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3051.

CITY OF GREEN BAY
Diane Kruse, Buyer CPM, C.P.I.M.

Attachment

September 3, 2020

TO: Personnel Committee
FR: Diane Kruse, Buyer
RE: **Crossing Guard Services RFP #3262 Award Recommendation Report**
Cc: Chief Andrew Smith
Captain Kevin Warych
Lieutenant Brad Strouf

RFP Scope /Objectives	The City of Green Bay, Green Bay Police Department and Human Resources requested proposals from qualified vendors to provide Crossing Guard Services. The primary goal of this RFP was to find a contractor to provide the following services: • Maintain a high level of service to City of Green Bay's School District at a competitive cost • Make a seamless transition with no lapse in customer service if a new vendor is selected
Timelines:	June 18, 2020 – Issued formal RFP July 6, 2020 – Due date for responses. Vendors responded: All City Management Services Andy Frain Services Cross Safe SAKOM Services Group July 9, 2020 – Evaluation Team reviewed and analyzed vendor's response September 3, 2020 – Request to Award Recommendation Posted on demandstar, vendornet and sent via email to Vendors who submitted proposals. September 8, 2020 – Request to Award Recommendation presented to Personnel Committee.
Proposal Evaluation	Our RFP was advertised/posted on bid website vendornet, demandstar.com, where it was broadcast to numerous potential vendors; We received four proposals and reviewed all submitted proposals. Proposals were due July 6, 2020 and on July 9; the Evaluation team consisting of three evaluators did Consensus Scoring for each vendor.
Scoring:	Refer to attached RFP Scoring Sheet
Recommendation	The evaluation committee recommends the award of a three year contract with two one year renewals upon mutual agreement for Crossing Guard Service to All City Management Services for estimated \$1,314,672 three years (\$438,224 estimated annual average) .

CROSSING GUARD CONTRACT #3228 RFP Scoring Sheet

Crossing Guard Contract
RFP #3262
ISSUED: 6/18/2020 DUE: 7/6/2020
CC: 96100
Scoring Criteria & Points

Total Possible Points	MINIMUM SPECIFICATIONS	Highest Score	----->	----->	----->
		All City Management Services, Inc.	Andy Frain	Cross Safe/Everything Parking Inc.	SAKOM
20	Tab 2: Overall Firm Qualifications and experience along with Supervisory personnel's qualifications and experiences.	20	18	12	12
20	Tab 3: Training Program/Implementation/General	20	18	11	12
10	Tab 4: Reports/Invoicing/Payment Terms	10	7	7	9
20	Tab 5: References for which school crossing guard services are currently being provided.	20	17	15	5
30	Tab 6: Cost Proposal	30	26.23	29.46	28.48
	Vendor Scores				
	Total possible points = 100	100.00	86.23	74.46	66.48
	Cost for three (3) years of Service	\$1,314,672.00	\$1,503,546.30	\$1,338,655.98	\$1,384,944.00

RECOMMENDATION:

Award this Contract to All City Management Services, Inc. the Contractor that scored the highest points per their Proposal submittal.

NOTES: The City issued a Request for Proposal (RFP) and received four (4) proposals. The team then did consensus scoring and All City Management Services, Inc. received the highest score (per evaluation criteria in the RFP).

Crossing Guard Proposal

By: Cmdr. Kevin Warych

Lt. Brad Strouf

Joe Faulds

Melanie Falk, HR



Why Consider Contracting Out for Crossing Guard Services?

- Inability to Fully Staff Vacancies
- Length of Time to Fill Vacancies
- Turnover Rate
- Worker's Compensation Claims
- Crossing Guard Administrator Vacancy



Benefits for GBPD

- Eliminate Crossing Guard Coordinator position
 - Seasonal position with responsibility for staffing and managing program
 - Coordinator required to staff a corner 60% of the time due to shortage of staff
- Eliminate Administrative Costs
 - Payroll, HR, Risk/Occupational Health, Annual Physicals, Unemployment Costs
- Not Required to Manage High Turnover Rate
 - Average turnover rate of 16% the last 3 years
 - Cost/Time spent training new guards
- Length of time to Fill Vacancies
 - Average of 6-8 weeks to fill
 - Have not been fully staffed the last 3 years
- CSIs/Officers no longer required staff vacant corners
- Eliminate Worker's Compensation claims
 - **\$12,000 (Average 10 year claims cost)**
 - **\$90,000 claim in 2019**



Crossing Guard Coordinator

Average Hourly Rate	Minimum Hours/Day	Average Salary/Day	Fringe 7.65%	Total Cost Per Day	Minimum Days/Year	Minimum Annual Cost
\$15.45	4	\$61.80	\$4.73	\$66.53	202	\$13,438.60

Crossing Guard Benefit/Wage Comparison

GBPD

- Pay (4 steps): \$14.28, \$14.35, \$14.42, \$14.47
- Personal Days
 - start-8 days, 13 days (year 8), 17days (year 12)
 - Able to carry over a maximum of 20 days each year
- Holiday pay Thanksgiving
- \$50 clothing allotment Jan. for full time guards
- 2 inclement weather days (still get paid if shut down)
- 3 hour minimum/day

Successful Bidder (ACMS)

- \$14.75 -2020/21, \$15.25-2022
- No Benefits (insurance, paid time off)
- Equipment/clothing provided

	City of Green Bay	ACMS	Andy Frain	Cross Safe	Sakom
Wage Rate	\$14.64 (Avg. hourly rate)	\$14.75 Bill Rate: \$23.55	\$15.00 Bill Rate: \$26.49	\$15.00 Bill Rate: \$22.55	\$14.50 Bill Rate: \$24.46
Paid Time Off	0-5 Years 8 days After 6 Years – 13 days After 15 Years – 17 days (carry over maximum of 20 days/year) Thanksgiving Day Holiday 2 days off paid – unplanned school closings If certain schools close but not others, guards affected by closure will not suffer a wage reduction	None	None	None	Offer PTO based upon the current X-Guard schedule including Thanksgiving Day and days off for unplanned school closings
Clothing/Equipment	\$50/year clothing allowance Equipment provided	Equipment/clothing provided	Equipment/clothing provided?	Equipment provided. Must purchase uniform shirt	Equipment/clothing provided
Insurance	None	None	(2) health insurance plans offered Dental, Vision, Short Term Disability, Life	None	None

Crossing Guard Annual Cost Comparison

GBPD

- Current: \$457,851

Contracted Service Proposal

- \$430,965- All City Management Svcs., Inc. (ACMS)
- \$437,425- Cross Safe/Everything Parking, Inc.
- \$447,618- SAKOM
- \$494,462-Andy Frain



Annual Cost Comparison, cont'd.

	3 Year Cost	Variance/3 year
Green Bay	\$1,400,213	
All City Management	\$1,314,672	\$85,541
Cross Safe/Everything Parking, Inc.	\$1,338,656	\$61,557
SAKOM	\$1,384,944	\$15,269
Andy Frain	\$1,503,546	(\$103,333)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 8, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action Health, Dental, Vision, Life and Disability benefits starting on January 1, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo on 2021 Benefits - Personnel Committee 9-3-2020 updated
2. 2021 Benefit Recommendations

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds
Human Resources Director

Re: City of Green Bay 2021 Benefits

Date: September 8, 2020

I. BACKGROUND

This year the City used its insurance broker—M3 Insurance—to conduct a market assessment of the City's benefit plans. The evaluation included all programs offered in the medical, dental, life, disability and flexible spending categories. The City reviewed proposals as well as conducted interviews with carriers to gain a better understanding of the products and services offered. The purpose was to ensure that the City offers competitive and comprehensive benefits for our employees while maintaining financial sustainability for the City and taxpayers.

The benefits package proposed has been evaluated by M3, the City's HR Department, and the City's Benefit Committee. The following is an overview of what the benefit package changes are.

II. 2021 BENEFITS PACKAGE PROPOSAL

Health Insurance:

- The City is recommending to stay self-insured with UMR as the third party administrator.
- There are no design changes (deductible, copay, or out of pocket remain the same).
- The 2020 partnership with Prevea and Bellin to implement comprehensive primary care and physical therapy went very well and will continue for next year.
- The City is recommending a 0% increase to the health plan if the City adopts the Family Savings Plan below.

The market review evaluated new innovation and narrow network options available in the market. This included a request for proposal (RFP) from the State of Wisconsin. When requesting a proposal from the State, if the proposal is not accepted, the City is not allowed to make another request for three calendar years. If the proposal is accepted, the City would be locked into that program for three calendar years.

Further, the review included Prevea as a third party administrator and as a fully insured provider. Although there were savings if the City moved to Prevea in either capacity (see attached financial document), the transition to a narrow network would create significant disruption to City health plan members. The employee disruption is about 47% which means that 47% of our employees

would need to switch health care providers and transition to a Prevea physician to be included in the in-network coverage.

Recommendation

The recommendation is to continue as self-funded with UMR as the third party administrator without any plan design changes. UMR is a fully-owned subsidiary of United Health Plan. The UMR program offers a very robust network of providers which includes access to Bellin Health, Prevea Health and Advocate/Aurora Health Care medical networks, as well as many local independent providers.

When the State health insurance offer comes in, the City will review that plan and determine whether to stay with UMR or move to the State health insurance plan. The City anticipates the State's quote to be available before the final budget is approved.

Family Savings Plan:

- This is a new offering and a change to the City and City employees.
- The Family Savings Plan (FSP) is administered by Network Health Plan (NHP).
- This program offers an incentive-based approach for dependents choosing another employer's offer of health insurance coverage instead of transition options such as a spousal carve-out.

The FSP program allows an employee and their dependents to be reimbursed for eligible out-of-pocket health care expenses (including deductibles, co-payments and coinsurance) as required by another employer-sponsored health plan.

This includes spousal coverage, as long these requirements are met:

- Coverage under the City plan is waived (including enrollment in another plan).
- Services are covered under the enrolled health plan.
- Services are received from a participating Network Health provider.
 - *If your spouse's employer plan excludes NHP participating providers, you are eligible to remain on the City plan. Currently Aurora is not included in the network of NHP participating providers. A spouse with a narrow plan that only includes Aurora would not require the employee to take coverage under the spouse's plan or be eligible for the FSP.*
- Or if a member lives outside of the NHP service area, medical services may be received from in-network providers from the City's Plan.
- This coverage is mandatory for a spouse who is eligible.

To participate in the program, employees and their eligible dependents must be enrolled in the spouse's or dependent's employer coverage.

Dental Insurance:

The City's dental plan is currently self-funded leveraging Humana as a third-party administrator. After reviewing the market, we have identified that Delta Dental would provide a larger in-network provider selection, overall cost savings, ability to expand the annual benefit, enhanced customer service and an expansive suite of on-site member technology tools.

The recommendation is to move from Humana to Delta Dental. The transition provides a larger in-network provider selection, saving the member and the plan costs, thus expanding the annual benefit, improved customer services and more expansive web site technology.

Care Plus (Dental Associates) is also an option for employees which renewed at a flat rate with a two year rate guarantee.

Vision Insurance: Our vision insurance is with Superior vision. We were successful in negotiating a 5% decrease in rates locked in for 3 years.

Disability and Life Insurance:

The City's current disability, employer-sponsored life and voluntary life insurance plans (financial benefits) are offered via Hartford and MetLife. After a review of the market, it was discovered that The Standard offered a similar plan with extra benefits and the ability to lock-in a three year rate guarantee. The enhanced features include travel assistance, estate planning services, identity theft protection, and funeral arrangement services.

The recommendation is to transition from Hartford & Metlife to The Standard. Members currently receiving claim benefits will remain with Hartford with no benefit changes during the claim period.

Flexible Spending: Our flexible spending account program is administered by Benefit Advantage. During the past year, Benefit Advantage was acquired by Total Administrative Services Corporation (TASC). This continues to be a program that offers employees with great value and Benefit Advantage has been a quality partner.

TASC is currently going through a platform and software transition. The City will be working with City employees and TASC through the transition that will be effective January 1, 2020.

CITY OF GREEN BAY

January 01, 2021

Benefit Recommendations



MEDICAL COVERAGE

Carrier	Calculated Funding Rate Increase %	Calculated Funding Rate Increase \$
UMR (Self-Funded)	4.69% Increase	\$663,148
UMR (Self-Funded) w/Family Savings Plan	-1.35% Decrease	-\$191,611
Prevea360 (Fully Insured)	-6.34% Decrease	-\$896,233

- Stop Loss coverage is not in place to go fully insured
- 47% provider disruption with move to Prevea360
- Narrow network with move to Prevea360 (includes Prevea, HSHS, Door County Medical Center, Holy Family, Agnesian Health, Ripon Medical Center, Waupun Memorial and Libertas)

RECOMMENDATION: Remain with UMR and implement Network Health Family Savings Plan

DENTAL COVERAGE

Carrier	Calculated Funding Rate Increase %	Calculated Funding Rate Increase \$
Humana	7.07% Increase	\$59,660
Delta Dental	-11% Decrease	-\$92,831

- Larger Network
- Enhanced technology with move to Delta Dental

RECOMMENDATION: Move to Delta Dental

GROUP TERM LIFE

Carrier	Calculated Funding Rate Increase %
MetLife	0% Flat
The Standard	-25.53% Decrease

- The Standard includes Worksite Possibilities

RECOMMENDATION: Move to The Standard



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 8, 2020

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action to extend the First Emergency Responder FFCRA leave to November 6, 2020 to coincide with the reimbursement from the Routes to Recovery: Local Government Aid Grants Program.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. FFCRA Emergency First Responder Extension - 9-8-2020



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Families First Coronavirus Response Act	Policy Reference Chapter 23, Section 2
Policy Source Human Resources Department	Legal Review Date March 30, 2020
Personnel Committee Approval April 8, 2020	City Council Approval April 1, 2020

23.2.1 **PURPOSE.** The purpose of this policy is to provide an overview of the Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA) for employees while the employee or his/her family members are impacted by COVID-19. The EPSLA and EFMLEA are both within the scope of what is known as the Families First Coronavirus Response Act (the “Act”). The Act and this policy will both take effect on April 1, 2020, with a sunset date of December 31, 2020.

23.2.2 **The Emergency Paid Sick Leave Act (EPSLA).** Provides a limited term emergency paid sick leave benefit outside of the FMLA or EFMLEA. This Emergency Paid Sick Leave is in addition to the employee’s current sick leave accrual.

a. **Employee eligibility.** All employees actively employed by the City. Pursuant to the Act, the City may exclude Emergency First Responders from this benefit. Emergency first responders will be excluded from this benefit, but allowed to receive City benefits as outlined in 23.2.4.

b. **Qualifications.** The employee must be unable to work or telecommute because:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of the COVID-19 virus and is seeking medical diagnosis from an appropriate health care provider;
- 4) The employee is caring for an individual who is subject to an order

as described in subparagraph 1) or has been advised as described in subparagraph 2).

- 5) The employee is caring for a son or daughter of such employee because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretary of the Treasury and the Secretary of Labor.

c. Pay During Leave. The amount of Emergency Paid Sick Leave available to employees is limited as follows:

- 1) Full-time employees will be eligible for 80 hours of Emergency Paid Sick Leave.
- 2) Regular, Part-time employees will be pro-rated based upon their regular hours of work.
- 3) Employees who work a variable work schedule, the average bi-weekly hours of work over the preceding six month period will be utilized.

The actual pay to which an employee will be entitled will depend on the reason for the absence.

1. If absent due to reasons identified in subparagraphs 1), 2), or 3) under Section 23.2.2.b. Qualifications. , the employee will be entitled to:
 - a. 100% of his/her regular hourly rate of pay (as long as in excess of minimum wage) for the hours of work missed, and
 - b. Subject to the cap of \$511 per day, to a maximum aggregate payment of \$5,110.
2. If absent due to reasons identified in subparagraphs 4), 5), or 6) under Section 23.2.2.b. Qualifications. , the employee will be entitled to:
 - a. 2/3 of the employee's regular rate of pay or minimum wage, whichever is greater, and

- b. Subject to the cap of \$200 per day, \$2,000 in the aggregate.
- d. Supplementing Emergency Paid Sick Leave. Employees may be eligible to supplement Emergency Paid Sick Leave to receive their full weekly pay by using their own sick, vacation, personal, or comp time if available. The use of an employee's sick, vacation, personal, or comp time will not be considered actual hours worked for the purposes of determining eligibility for overtime.
- e. Benefits During Leave. Benefits for an employee on Emergency Paid Sick Leave will continue as if the employee is actively working.
- f. Procedures for Requesting Leave and Certification. The Emergency Paid Sick Leave Act requires that the employee give notice to the employer of the desire to use the available Emergency Paid Sick Leave. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Sick Leave.

Please refer to the procedures as set forth in Section 23.2.3.f. Procedure for Requesting Leave and Certification.

- f. Return to Work. Employees will not be required to provide a return-to-work notice unless specifically requested by the Human Resources Department. Employees who experience COVID-19 virus symptoms should be symptom free for 72-hours prior to returning to work and may be asked to not return until seven (7) days have passed since the first symptoms occurred.
- g. Enforcement. Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with the Human Resources Department regarding any questions or concerns.

An employee may not carry over any unused Emergency Paid Sick Leave. Further, upon an employee's separation from employment, any unused Emergency Paid Sick Leave is forfeited. Emergency Paid Sick Leave expires December 31, 2020.

23.2.3 Emergency Family and Medical Leave Expansion Act (EFMLEA)

- a. Employee eligibility. Employed by the City for at least 30 calendar days prior to taking leave. Pursuant to the Act, the City may exclude Emergency First Responders from this benefit. Emergency first responders will be excluded from this benefit, but allowed to receive City benefits as outlined in 23.2.4.

- b. Qualifications. Employee is unable to work or telecommute in order to care for a son or daughter of such employee because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable due to COVID -19 precautions.
- c. Pay During Leave. The EFMLEA provides for time away from work for up to 12 weeks. The first ten (10) work days of EFMLEA leave is unpaid, unless the employee has available accrued vacation, personal or sick leave (including sick leave under EPSLA under Section 23.2.2) which can be substituted for the otherwise unpaid time. The employee will not be required to substitute pay for the first 10 days of unpaid leave. After the 10th unpaid work day, the employee will be eligible for pay from the City equal to 2/3 of the employee's regular rate of pay for the remainder of the available FMLA leave associated with the qualifying COVID-19 reason, not to exceed a daily cap of \$200 or aggregate cap of \$12,000, per person.

For full time employees, the paid leave opportunity will be based on the regular rate of pay of the employee for the hours the employee would normally work. Part-time employees pay eligibility will be based on their regular hours worked per week – or if variable – the average hours worked in the preceding six months.

An employee may be eligible for regular FMLA leave if they have a COVID-19 diagnosis and they meet the normal requirements of the FMLA. An employee who is not ill but merely quarantined because of coming into contact with COVID-19 would not be eligible for EFMLEA or regular FMLA.

Employer Paid FMLA leave is allowed **only** for the reason of closure of the child's school or childcare and need to provide child care due to the public health emergency and not allowed for other FMLA reasons.

It is important to note that while an employee is entitled to 12 weeks of leave under the EFMLEA, the length of the leave is reduced by any FMLA Leave previously taken by the employee – this is not a separate 12 week entitlement. In other words, the Emergency Leave for childcare purposes is automatically reduced by the amount of leave an employee has already taken in the current administrative year, without regard to the reason for the previous leave.

- d. Supplementing EFMLEA Leave. Employees may be eligible to supplement EFMLEA Leave to receive their full weekly pay by using their own sick, vacation, personal, or comp time if available. The supplemental use of an employee's sick, vacation, personal, or comp time will not be considered actual hours worked for the purposes of determining eligibility for overtime.

- e. Benefits During Leave. Benefits for an employee using EFMLEA leave will be applied in the same manner as benefits under Federal and State Family and Medical Leave.
- f. Employee Status after Leave. The FMLA's job protected leave requirements and anti-retaliation provisions apply to EFMLEA scenarios.
- g. Procedure for Requesting Leave and Certification. Employees shall complete a FFCRA Personnel Leave Request Form. Forms can be requested by calling Human Resources at 920-448-3013, emailing humanresources@greenbaywi.gov, or printing the form from the City website. In compliance with the recommended social distancing, please do not physically go to the Human Resources Department.

The City will require additional documentation in support of your EFMLEA leave by asking for a notice of closure or unavailability from your child's school, place of care, or childcare provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider.
- h. Return to Work. Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources.
- i. Enforcement. Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

23.2.4 Emergency First Responders Paid Sick Leave Bank. The City is excluding Emergency First Responders from the Family First Coronavirus Response Act benefits provided under Sections 23.2.2 and 23.2.3, but in order to balance the needs of our Emergency First Responders and the need to serve the public the City is creating a paid sick leave bank for Emergency First Responders.

- a. Emergency First Responders. Emergency First Responders are defined as all sworn fire personnel and sworn police officers.
- b. Qualifications. Emergency First Responders must be unable to work or telecommute because:
 - 1) The employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis from an appropriate health care provider;

- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
 - 3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretary of the Treasury and the Secretary of Labor.
- c. Paid Sick Leave. The amount of Paid Sick Leave available to Emergency First Responders who meet the qualifications set forth in Section 23.2.4.b. is limited to:
- 1) Full-time employees will be eligible for up to two weeks of their regular hours of work.
 - 2) Regular, Part-time employees will be pro-rated based upon their regular hours of work and up to two weeks of the pro-rated leave.
 - 3) Employees who work a variable work schedule, the average bi-weekly hours of work over the preceding six month period will be utilized.
 - 4) Emergency First Responders will be asked to return as soon as they are cleared from a medical provider or based upon the guidelines of a public health official to return which may cause the amount of leave to be less than the Emergency First Responder's regular hours, or the prorated and variable amount over a two week period.

An Emergency First Responder may be eligible for regular FMLA leave if they have a COVID-19 diagnosis or to care for an immediate family member with COVID-19 and they meet the normal requirements of the FMLA.

- d. Eligibility and Qualifications for Leave Due to Childcare. Emergency First Responders who are unable to work or telecommute to care for a minor child if the child's school or childcare has been closed or is unavailable due to a public health emergency (COVID-19) may be eligible for leave. The Fire or Police Chief or their designee has the discretion to approve Leave Due to Childcare on a case-by-case basis based on the circumstances of the request and the needs of the department. The amount of leave is up to four weeks of paid sick leave and is calculated the same as in 23.2.4.c for full time, regular part time, and regular employees who work a variable work schedule.

The City will require additional documentation in support of your leave by asking for a notice of closure or unavailability from your child's school, place of care, or childcare provider, including a notice that may have been posted on a government, school, or

day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider.

- e. Procedure for Requesting Leave and Certification. Employees shall complete a FFCRA Personnel Leave Request Form. Forms can be requested by calling Human Resources at 920-448-3013, emailing humanresources@greenbaywi.gov, or printing the form from the City website. In compliance with the recommended social distancing, please do not physically go to the Human Resources Department.
- f. Return to Work. Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. The return to work will be based on being cleared by a medical provider or based upon the guidelines of a public health official to return to work.
- g. Duration of Emergency First Responder Paid Sick Leave Benefit. The duration of this benefit will run through ~~September 30, 2020~~[November 6, 2020](#). This benefit may be amended or removed at any time with Common Council approval.
- h. Enforcement. Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 8, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Service Officer	Police	Kyle Phillips	8/3/2020
LTE Housing Inspector Assistant	Economic Development	Joshua Miller	8/10/2020
Legal Assistant	Law	Rebecca DeWitt	8/10/2020
<u>Rehire</u>			
4K Nature Teacher	Parks, Recreation & Forestry	Timothy Drankus	8/24/2020
4K Nature Teacher	Parks, Recreation & Forestry	Natalie Shikoski	8/24/2020
4K Naturalist	Parks, Recreation & Forestry	Brooke Conrad	8/24/2020
4K Naturalist	Parks, Recreation & Forestry	Logan Kocha	8/24/2020
<u>Transfer</u>			
Building Maintenance Technician	Public Works	Warren Naud	8/17/2020
Signs Laborer			
Laborer - Sanitation	Public Works	Justin Madero	8/13/2020
Building Maintenance Technician			
<u>Reclassification</u>			
Relief Crossing Guard	Police	Thomas Cousineau	8/12/2020
Regular Crossing Guard			
<u>Promotion</u>			
Public Works Supervisor	Public Works	Dustin McMullen	8/3/2020
Public Works Superintendent			
Specialist I	Police	William Beck	8/8/2020
Specialist II			
Specialist I	Police	Anthony Leaman	8/8/2020
Specialist II			
Specialist I	Police	Joel Zwicky	8/8/2020
Specialist II			
<u>Grade/Step Change</u>			
Transit Operations Supervisor	Transit	Harman Singh	7/24/2020
City Sealer	Community & Economic Development	Jason Stubble	7/9/2020
Crime Analyst	Police	Melissa Warych	7/9/2020
Transit Operator	Transit	Doug Janssen	8/27/2020
Forestry Worker I	Parks, Recreation & Forestry	Philip Kocha	8/12/2020
Carpenter	Parks, Recreation & Forestry	Gary Faulkner	8/23/2020
Advanced Patrol Officer	Police	Phuechi Xiong	8/26/2020
Patrol Officer	Police	Cameron Boersma	8/27/2020
Patrol Officer	Police	Colton Wernecke	8/27/2020
Mechanic (D)	Public Works	Jamie Hendricks	8/12/2020
Safety Manager	Risk	Nate Froemming	8/26/2020
<u>End of Probation</u>			
Administrative Clerk	Economic Development	Pamela Beilke	7/29/2020
<u>End of Employment</u>			

Specialist I	Police	Daniel Greene	8/8/2020
Advanced Patrol Officer	Police	Lauren Greene	8/8/2020
Transit Operator	Transit	Greg Heezen	8/7/2020
Legal Assistant	Law	Kendra Schmeling	8/19/2020
Development Director	Economic Development	Kevin Vonck	8/21/2020
Transit Operator Supervisor	Transit	Harman Singh	8/25/2020
Seasonal Maintenance Employee	Public Works	Marcus May	7/31/2020
Regular Crossing Guard	Police	DeWayne Woelky	8/12/2020
Regular Crossing Guard	Police	Elizabeth Kane-Casey	8/6/2020
Truck Driver - Streets	Public Works	Jeremy Desjarlais	8/12/2020
Forestry Worker I	Parks, Recreation & Forestry	Philip Kocha	8/27/2020
Transit Operator	Transit	John Tenhaken	11/3/2020
Seasonal Maintenance Employee	Public Works	Jack Drake	8/20/2020
Seasonal Maintenance Employee	Public Works	Adam Jacobs	8/13/2020
Seasonal Maintenance Employee	Public Works	Jackson Kispert	8/21/2020