



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 29, 2020, 4:30 PM

AMENDED

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 September 8, 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. Operator I (Night Sweeper) - Public Works
2. Consideration with possible action to review quotes from the Wisconsin Public Employers' Group Health Insurance Program.

F. Informational.

- I. Memo on the approval process for City positions
2. Report of routine personnel actions for regular employees.
3. Next meeting date: October 13, 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

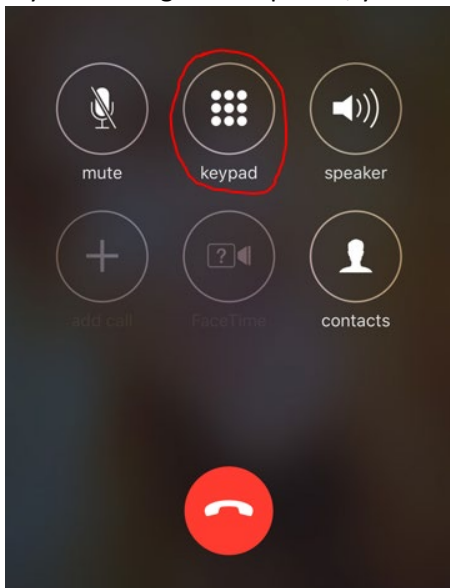
Find your local number: <https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Additional Information

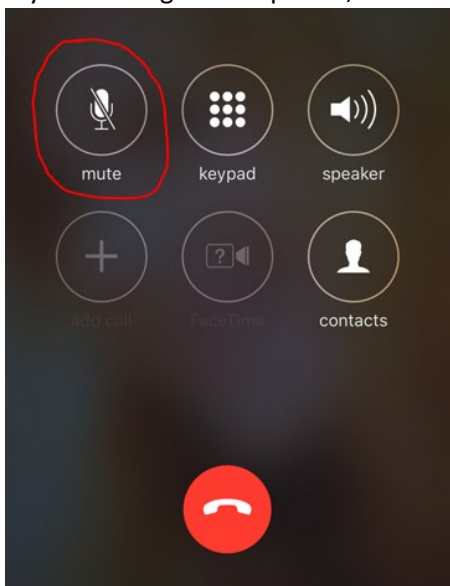
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 29, 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. Operator I (Night Sweeper) - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 09.29.2020
2. Operator I-Sweeper - Joe Luedeman 09.14

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 29, 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.

- Operator I (Night Sweeper) – Replacement position due to the resignation of Joe Luedeman effective August 27, 2020. Salary range: \$20.36 – \$23.96 per hour.

**Position Fill Request
Justification Report
September 14, 2020**

Position Title: Operator 1 (Night Sweeper) – DPW Operations Division/Street Section

- 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 is vacant as the result of the resignation of Operator 1- Sweeper Operator Joe Luedeman, effective at the end of his regular work shift on Tuesday, September 22, 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, this position is currently funded in the DPW operating budget. The current wage (Grade F) for this position is \$20.36 to \$23.96 per hour (\$42,348 to \$49,836 annually)
- 3. Please list the functions and any special information regarding this position.**
Sweeper Operators perform a full range of duties including but not limited to operating street sweepers, flusher truck, tractors, sidewalk snow removal units, and other DPW trucks. In addition to sweeping streets during summer months, they assist in leaf collection, snow/ice control, and general labor assignments necessary to complete DPW core functions.
- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract out for those services. Also, Federal EPA and State DNR requirements dictate that the City must remove debris from roads that can contaminate streams, rivers, and lakes when diluted in storm water runoff.
- 5. Please explain why current staff is unable to absorb duties of this position.**
Loss of a Sweeper Operator position will reduce DPW's ability to maintain EPA and DNR requirements for street sweeping. Those requirements must be met to reduce contamination in storm water runoff that flows into streams, rivers and lakes.
- 6. If duties of position are presently being done, how are they done?**
During periods of short staffing, duties are assigned to other Street Section employees as needed. When there is a lack of personnel, assignments are prioritized and completed in priority order. If there is not adequate time to complete all jobs, then lower priority jobs are postponed or not completed.
- 7. What service would be reduced or eliminated if this position is not filled?**
DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service to residents. Sweepers must be staffed to meet government requirements. So grass cutting, leaf collection and snow removal duties would suffer.

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

Working overtime to maintain the required service, or outsourcing of services. Continued overtime leads to employee burnout and higher operating costs. Outsourcing this function is more costly than addressing it in-house.

9. Are there union issues?

No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 29, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to review quotes from the Wisconsin Public Employers' Group Health Insurance Program.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo to Personnel Committee - State Health Plan Recommendation - Revised 9.29
2. ETF Plan Summary vs Current Revised 9.28
3. City of Green Bay Health Spreadsheet 1.1.2021 Revised 9.28.2020

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Wisconsin Public Employers' Group Health Insurance Program Recommendation

Date: September 29, 2020

Wisconsin Public Employers' Group Health Insurance Program Recommendation

At the prior Common Council meeting, the Council approved the benefit package that results in a projected decrease of 1.35% for the overall 2021 Health Fund by using UMR as our third party administrator, keeping the plan design the same, and by adopting the Network Health Family Savings Plan. The attached document (City of Green Bay 2021 Proposed Health Insurance Summary) describes the financial impact of the City's current health plan underneath the "Current In-Force Plans." Please keep in mind that the premiums will remain flat for both the employee and the employer for 2021.

In the same document, you will see tables that outline the financial impact of the Wisconsin State Health Plan underneath the "Proposed State Plans Financial Impact." There also is an attached spread sheet that gives a detailed breakdown of the plan design in comparison to the City's current health benefit plan.

Strictly looking at the financial impact of the plans, the City does not recommend adopting any of the proposed State Health Plan options. In addition, there are other benefits to continuing with the City's current plan such as:

- The robust provider coverage;
- Consistency with deductibles and out of pocket expenses for employees;
- Continuation of the zero to low cost benefits through Prevea and Bellin for Primary Care, Urgent Care, E-Visits, Physical and Occupational Therapy;
- Remain self-funded with ability to monitor our data and amend our plans and programs as the City chooses; and
- Family Savings Plan adopted through Network Health Plan.

Since the City will be locked out from applying for the State Health Plan for 3 more years, the City will continue to monitor the City's current plan and determine whether another application for the State Health Plan should be completed in three years.

Overall, the City recommends to continue with the benefits as approved and to forego switching to the State's Health Plan.

CITY OF GREEN BAY

2021 PROPOSED HEALTH INSURANCE SUMMARY

CURRENT IN-FORCE PLANS

IN-NETWORK DEDUCTIBLES		UMR (Current)	UMR (Renewal)
PPO Copay Plan	HDHP	ANNUAL TOTAL	
Single: \$2,250	Single: \$2,500	\$14,868,735.12	\$14,667,324
Family: \$4,500	Family: \$5,000	Annual Δ\$ from Current	\$-201,411.24
		Annual Δ% from Current	-1.35%

PROPOSED STATE PLANS FINANCIAL IMPACT*

IN-NETWORK DEDUCTIBLES		WEA Trust – East	Network Health (Excludes Aurora/Theda)	Prevea360 (Excludes Bellin/Aurora/Theda)
HMO Copay Plan	HMO-HDHP	ANNUAL TOTAL		
Single: \$500	Single: \$1,500	\$21,403,972.56	\$20,836,352.64	\$18,475,958.88
Family: \$1,000	Family: \$3,000	Annual Δ\$ from Current	\$5,967,617.52	\$3,607,223.76
		Annual Δ% from Current	43.95%	40.14%
				24.26%

*NOTE

- 3 Year Commitment
- Surcharge: Year 1= \$80.00/PEPM, Year 2 Surcharge lowers to 5% of the average premium rate/Year 3: Surcharge eliminated
- Cannot administer the retiree program in place today (*cannot waive coverage and come back onto plan at a later time*)
- Cannot administer the Deductible Reimbursement Program in place today which is \$500 Single/\$1,000 Family
- Plans provided are HMO Plans - Prior authorization is required for anyone that goes out of network; emergency situations need to be submitted ASAP.





City of Green Bay
Health Insurance Benefit Comparison - WEA Trust East
Effective Date: 1/1/2021

Health Carrier	UMR			UMR			ETF			ETF		
	PPO Co-Pay Option			HDHP			WEA Trust - East			WEA Trust - East		
Insurance Type	Embedded			Non-Embedded			Embedded			Non-Embedded		
							PO4/14					
Provider Network:	Choice Plus			Choice Plus								
Deductible	Single	Family		Single	Family		Single	Family		Single	Family	
In Network	\$2,250	\$4,500		\$2,500	\$5,000		\$500	\$1,000		\$1,500	\$3,000	
Out of Network	\$4,500	\$9,000		\$5,000	\$10,000		N/A			N/A		
Co-Insurance												
In Network	80% after Deductible			80% after Deductible			100%			100%		
Out of Network	60% after Deductible			60% after Deductible			N/A			N/A		
Maximum Out-of-Pocket	Single	Family		Single	Family		Single	Family		Single	Family	
In Network	\$4,500	\$9,000		\$5,000	\$10,000		\$6,850	\$13,700		\$2,500	\$5,000	
Out of Network	\$9,000	\$18,000		\$10,000	\$20,000		N/A			N/A		
Office Visits	PCP	Specialist		PCP	Specialist		PCP	Specialist		PCP	Specialist	
In Network	\$0 Copay at Prevea or Bellin	\$35 Copay + Ded & Coins		\$75 Copay at Prevea; \$50 Copay at Bellin	\$75 Copay at Prevea; \$10 Copay at Bellin		100% after deductible met			Deductible, then \$15 Copay	Deductible, then \$25 Copay	
TeleHealth	\$0 Copay for Teladoc			\$45 Copay for Teladoc			100% after deductible met			100% after deductible met		
Out of Network	Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered		
Diagnostic/Xray/Lab												
In Network	Deductible & Coinsurance			Deductible & Coinsurance			Deductible			Deductible		
Out of Network	Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered		
Routine/Preventive Care												
In Network	Select Services Covered In Full			Select Services Covered In Full			Select Services Covered In Full			Select Services Covered In Full		
Out of Network	Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered		
Urgent Care												
In Network	\$0 Copay at Prevea or Bellin			\$75 Copay at Prevea; \$50 Copay at Bellin			100% after deductible met			Deductible, then \$25 Copay		
Out of Network	Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered		
Emergency Room												
	\$200 Copay			Deductible & Coinsurance			\$60 Copay, Deductible and coinsurance applies to services beyond the copay			Deductible, then \$75		
Hospital Services												
In Network	Deductible & Coinsurance			Deductible & Coinsurance			Deductible			Deductible, then 10% Coinsurance		
Out of Network	Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered		
Prescription Drugs												
In Network	\$5 / \$25 / \$45 / 10% to \$75			Deductible & Coinsurance			\$5/20%/40%/\$50 Out of Pocket Limits Levels 1 & 2: \$600/\$1,200 Level 3: \$6,850/\$13,700 Level 4: \$1,200/\$2,400			Deductible, then \$5/20%/40%/\$50 Out of Pocket Limits Levels 1, 2, 3 & 4: Combined medical and pharmacy \$2,500/\$5,000		
Rates	Current			Renewal								
Employee	284	\$662.88	\$653.90	15	\$582.00	\$574.12	284	\$941.60	15	\$833.60		
Family	649	\$1,605.66	\$1,583.91	0	\$1,409.76	\$1,390.66	649	\$2,317.02	0	\$2,047.02		
Annual Δ% from Current	-1.35%			-1.35%			43.96%			43.23%		
Monthly Totals	\$1,230,331.26			\$8,730.00			\$1,771,160.38			\$12,504.00		
Annual Totals	\$14,763,975.12			\$104,760.00			\$21,253,924.56			\$150,048.00		
Annual Δ\$ from Current	(\$199,993)			(\$1,418)			\$6,489,949			\$45,288		

3 Year Commitment
Year 2: Surcharge lowers to 5% of the average premium rate/Year 3: Surcharge eliminated
ETF cannot administer the retiree program in place today (cannot waive coverage and come back at a later time)

Current Annual Total	\$14,868,735.12	Renewal Annual Total	\$14,667,324	\$21,403,972.56	
Total Annual Δ\$ from Current	-\$201,411.24	Total Annual Δ% from Current	-1.35%	\$6,535,237.44	Total Annual Δ% from Current 43.95%

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



City of Green Bay

Health Insurance Benefit Comparison - Network Health Plan

Effective Date: 1/1/2021

Health Carrier	UMR		UMR		ETF		ETF	
	PPO Co-Pay Option		HDHP		Network Health		Network Health	
Insurance Type	Embedded		Non-Embedded		Embedded		Non-Embedded	
Provider Network:	Choice Plus		Choice Plus		PO4/14			
Deductible	Single	Family	Single	Family	Single	Family	Single	Family
In Network	\$2,250	\$4,500	\$2,500	\$5,000	\$500	\$1,000	\$1,500	\$3,000
Out of Network	\$4,500	\$9,000	\$5,000	\$10,000	N/A		N/A	
Co-Insurance								
In Network	80% after Deductible		80% after Deductible		100%		100%	
Out of Network	60% after Deductible		60% after Deductible		N/A		N/A	
Maximum Out-of-Pocket	Single	Family	Single	Family	Single	Family	Single	Family
In Network	\$4,500	\$9,000	\$5,000	\$10,000	\$6,850	\$13,700	\$2,500	\$5,000
Out of Network	\$9,000	\$18,000	\$10,000	\$20,000	N/A		N/A	
Office Visits	PCP	Specialist	PCP	Specialist	PCP	Specialist	PCP	Specialist
In Network	\$0 Copay at Prevea or Bellin	\$35 Copay + Ded & Coins	\$75 Copay at Prevea; \$50 Copay at Bellin	\$75 Copay at Prevea; \$10 Copay at Bellin	100% after deductible met		Deductible, then \$15 Copay	Deductible, then \$25 Copay
TeleHealth	\$0 Copay for Teladoc		\$45 Copay for Teladoc		100% after deductible met		100% after deductible met	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance		Not Covered		Not Covered	
Diagnostic/Xray/Lab								
In Network	Deductible & Coinsurance		Deductible & Coinsurance		Deductible		Deductible	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance		Not Covered		Not Covered	
Routine/Preventive Care								
In Network	Select Services Covered In Full		Select Services Covered In Full		Select Services Covered In Full		Select Services Covered In Full	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance		Not Covered		Not Covered	
Urgent Care								
In Network	\$0 Copay at Prevea or Bellin		\$75 Copay at Prevea; \$50 Copay at Bellin		100% after deductible met		Deductible, then \$25 Copay	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance		Not Covered		Not Covered	
Emergency Room								
	\$200 Copay		Deductible & Coinsurance		\$60 Copay, Deductible and coinsurance applies to services beyond the copay		Deductible, then \$75	
Hospital Services								
In Network	Deductible & Coinsurance		Deductible & Coinsurance		Deductible		Deductible, then 10% Coinsurance	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance		Not Covered		Not Covered	
Prescription Drugs								
In Network	\$5 / \$25 / \$45 / 10% to \$75		Deductible & Coinsurance		\$5/20%/40%/\$50 Out of Pocket Limits Levels 1 & 2: \$600/\$1,200 Level 3: \$6,850/\$13,700 Level 4: \$1,200/\$2,400		Deductible, then \$5/20%/40%/\$50 Out of Pocket Limits Levels 1, 2, 3 & 4: Combined medical and pharmacy \$2,500/\$5,000	
Rates	Current		Renewal		Current		Renewal	
Employee	284	\$662.88	\$653.90	15	\$582.00	\$574.12	284	\$916.96
Family	649	\$1,605.66	\$1,583.91	0	\$1,409.76	\$1,390.66	649	\$2,255.42
Annual Δ% from Current			-1.35%				-1.35%	40.14%
Monthly Totals	\$1,230,331.26		\$1,213,665.19		\$8,730.00		\$8,611.80	\$1,724,184.22
Annual Totals	\$14,763,975.12		\$14,563,982.28		\$104,760.00		\$103,341.60	\$20,690,210.64
Annual Δ\$ from Current			(\$199,993)				(\$1,418)	\$5,926,236
Current Annual Total	\$14,868,735.12				Renewal Annual Total		\$14,667,324	\$20,836,352.64
Total Annual Δ\$ from Current	-\$201,411.24				Total Annual Δ% from Current		-1.35%	\$5,967,617.52

3 Year Commitment

Year 2: Surcharge lowers to 5% of the average premium rate/Year 3: Surcharge eliminated

ETF cannot administer the retiree program in place today (cannot waive coverage and come back at a later time)

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



City of Green Bay
Health Insurance Benefit Comparison - Prevea 360
Effective Date: 1/1/2021

Health Carrier	UMR			UMR			ETF			ETF		
	PPO Co-Pay Option			HDHP			Dean Health Prevea 360			Dean Health Prevea 360		
Insurance Type	Embedded			Non-Embedded			Embedded			Non-Embedded		
							PO4/14					
Provider Network:	Choice Plus			Choice Plus								
Deductible		Single	Family		Single	Family		Single	Family		Single	Family
In Network		\$2,250	\$4,500		\$2,500	\$5,000		\$500	\$1,000		\$1,500	\$3,000
Deductible Reimbursement Account		\$500	\$1,000		\$500	\$1,000						
Out of Network		\$4,500	\$9,000		\$5,000	\$10,000		N/A			N/A	
Co-Insurance												
In Network		80%			80%			100%			100%	
Out of Network		60%			60%			N/A			N/A	
Maximum Out-of-Pocket		Single	Family		Single	Family		Single	Family		Single	Family
In Network		\$4,500	\$9,000		\$5,000	\$10,000		\$6,850	\$13,700		\$2,500	\$5,000
Out of Network		\$9,000	\$18,000		\$10,000	\$20,000		N/A			N/A	
Office Visits		PCP	Specialist		PCP	Specialist		PCP	Specialist		PCP	Specialist
In Network		\$0 Copay at Prevea or Bellin	\$35 Copay + Ded & Coins		\$75 Copay at Prevea; \$50 Copay at Bellin	\$75 Copay at Prevea; \$10 Copay at Bellin		100% after deductible met			Deductible, then \$15 Copay	Deductible, then \$25 Copay
Telehealth		\$0 Copay for Teladoc			\$45 Copay for Teladoc			100% after deductible met			100% after deductible met	
Out of Network		Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered	
Diagnostic/Xray/Lab												
In Network		Deductible & Coinsurance			Deductible & Coinsurance			Deductible			Deductible	
Out of Network		Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered	
Routine/Preventive Care												
In Network		Select Services Covered In Full			Select Services Covered In Full			Select Services Covered In Full			Select Services Covered In Full	
Out of Network		Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered	
Urgent Care												
In Network		\$0 Copay at Prevea or Bellin			\$75 Copay at Prevea; \$50 Copay at Bellin			100% after deductible met			Deductible, then \$25 Copay	
Out of Network		Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered	
Emergency Room												
		\$200 Copay			Deductible & Coinsurance			\$60 Copay, Deductible and coinsurance applies to services beyond the copay			Deductible, then \$75	
Hospital Services												
In Network		Deductible & Coinsurance			Deductible & Coinsurance			Deductible			Deductible, then 10% Coinsurance	
Out of Network		Deductible & Coinsurance			Deductible & Coinsurance			Not Covered			Not Covered	
Prescription Drugs												
In Network		\$5 / \$25 / \$45 / 10% to \$75			Deductible & Coinsurance			\$5/20%/40%/\$50 Out of Pocket Limits Levels 1 & 2: \$600/\$1,200 Level 3: \$6,850/\$13,700 Level 4: \$1,200/\$2,400			Deductible, then \$5/20%/40%/\$50 Out of Pocket Limits Levels 1, 2, 3 & 4: Combined medical and pharmacy \$2,500/\$5,000	
Rates		Current	Renewal		Current	Renewal						
Employee	284	\$662.88	\$653.90	15	\$582.00	\$574.12	284	\$814.50	15	\$721.70		
Family	649	\$1,605.66	\$1,583.91	0	\$1,409.76	\$1,390.66	649	\$1,999.26	0	\$1,767.26		
Annual Δ% from Current			-1.35%			-1.35%		24.26%			24.00%	
Monthly Totals		\$1,230,331.26	\$1,213,665.19		\$8,730.00	\$8,611.80		\$1,528,837.74			\$10,825.50	
Annual Totals		\$14,763,975.12	\$14,563,982.28		\$104,760.00	\$103,341.60		\$18,346,052.88			\$129,906.00	
Annual Δ\$ from Current			(\$199,993)			(\$1,418)		\$3,582,078			\$25,146	

3 Year Commitment
Year 2: Surcharge lowers to 5% of the average premium rate/Year 3: Surcharge eliminated
ETF cannot administer the retiree program in place today (cannot waive coverage and come back at a later time)

Current Annual Total	\$14,868,735.12	Renewal Annual Total	\$14,667,324	\$18,475,958.88	
Total Annual Δ\$ from Current	-\$201,411.24	Total Annual Δ% from Current	-1.35%	\$3,607,223.76	Total Annual Δ% from Current 24.26%

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 29, 2020

PREPARED BY

AGENDA ITEM # F.I

Memo on the approval process for City positions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Memo to Personnel Committee - Approval for City Positions - 9-29-2020

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Personnel and Common Council Approval of Positions

Date: September 29, 2020

Approval Process for City Positions

The City of Green Bay has a variety of positions and mechanisms for approving those positions to initiate a recruitment or to appoint an employee to the position. This is a list of the types of positions and the approval process for each position:

Initiating Recruitment

Green Bay Personnel Policy 6.3.2 gives discretion to the Human Resources Director to begin recruitment before Personnel Committee and Common Council approval, but cannot fill the position until the Council approval. Generally, the practice has been to wait until Personnel Committee approval before recruitment begins.

General Positions (non-union, union, civilian and administrative staff at Police and Fire)

Approved during the budget process. If a vacancy arises throughout the year, then a request to fill is sent to the Personnel Committee and the Common Council for approval. If a position is approved during the budget process and a delayed hire is set, then the position does not go back to Personnel Committee for approval to fill the position.

Police Officers and Firefighters

The number of positions are approved each year during the budget process. The positions are then hired through the Police and Fire Commission.

Police Chief and Fire Chief

These positions are hired through the Police and Fire Commission.

Appointed Positions

These positions are appointed by the Mayor or designated employee and are confirmed by the Common Council. See GBMC 1.04. If there is a vacancy during the year, these positions are brought before the Personnel Committee and Common Council to determine if any changes to the authority or responsibilities of the position should be made. See GB Personnel Policy 6.3.2.

These positions are:

Treasurer, Clerk, Comptroller, Attorney, Director of Public Works, Assessor, Building Inspector, Zoning Administrator, Director of Parks, Director of Planning, City Sealer, Deputy Comptroller, and Weed Commissioner.

Some of these positions and responsibilities are required by state statute to either be filled or to contract out the responsibilities to ensure they are completed. *See Wis. Stat. sec. 62.09.* When these positions are brought forth to the Personnel Committee and Common Council, the analysis is limited to whether the position should be filled as is, consolidated with another department/position to complete, or contract out the services.

Mayor's Office Staff: These positions are approved during the budget process. These positions are at-will and appointed by the Mayor. If there is a vacancy, the position is filled by the Mayor.

Seasonal Positions: Seasonal positions approved in the budget have not been brought forth to the Personnel Committee or Common Council for approval before hire. *See GB Personnel Policy 6.3.2.* The same is for temporary or limited term positions. However, for temporary or limited term positions that were not approved in the budget process, those positions have not gone to the Personnel Committee for approval. The short term positions are created and filled based upon the department's need and financial analysis that the department's budget can create and fill the position.

The City of Green Bay Personnel Policy 6.3.2:

6.3.2 Position Needs Analysis.

Prior to filling any vacancy, Human Resources will review all functions of the vacant position, and present a recommendation to the Personnel Committee and City Council for action. At the discretion of the Human Resources Director, the recruitment process may begin prior to receiving approval by the Personnel Committee and City Council however; the position may not be filled prior to approval. Seasonal positions authorized through the budget process are exempt from this process.

Changes to the reporting structure for the classifications of Deputy Director, Assistant Director or Department Head must have the approval of the Personnel Committee and City Council.

The Mayor and Personnel Committee Chairman may authorize emergency filling of certain positions.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 29, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>Transfer</u>			
Sewer Maintenance Worker	Public Works	Elliot Ness	9/13/2020
Operator I - Night Sweeper			
Animal Control Intern	Police	Jose DelrioAvina	9/13/2020
Community Service Officer			
<u>Promotion</u>			
Engineer EMT	Fire	Raymond Fuiten	8/30/2020
Battalion Chief			
Firefighter EMT	Fire	Ryan Hintz	8/30/2020
Engineer			
Engineer EMT-P	Fire	Eric Jeltema	8/30/2020
Battalion Chief			
Firefighter EMT	Fire	Matthew Maleport	8/30/2020
Engineer			
Lieutenant (Suppression)	Fire	Mark Polomis	9/1/2020
Captain (Suppression)			
Firefighter (Suppression)	Fire	Adam Vandebush	9/1/2020
Engineer (Suppression)			
Engineer (Suppression)	Fire	Richard Wienke	9/1/2020
Lieutenant (Suppression)			
Engineering Aide I	Public Works	Ann Behnke	7/1/2020
Engineering Aide II			
<u>Grade/Step Change</u>			
Administrative Clerk	Public Works	Matthew Matuszak	9/4/2020
Truck Driver - Streets	Public Works	Shannon Schornack	9/3/2020
Administrative Clerk	Police	Haley Pankratz	8/23/2020
Firefighter EMT	Fire	Evan Bluma	9/4/2020
Firefighter EMT-P	Fire	Kimberly Davister	9/4/2020
Firefighter EMT-P	Fire	Riley Grasee	9/4/2020
Firefighter EMT-P	Fire	Matthew Thompson	9/4/2020
Firefighter EMT-P	Fire	Anthony Wenzel	9/4/2020
Operator I	Public Works	Jake Borley	9/16/2020
Communications Technician	Public Works	Robert Jones	9/4/2020
Engineering Technician	Public Works	Jeffrey Lambrecht	9/16/2020
<u>End of Employment</u>			
Captain	Fire	Chad Hadzima	8/31/2020
Seasonal Maintenance Employee	Public Works	Kevin Butters	8/20/2020
Seasonal Engineering Aide	Public Works	Reed Blake	8/14/2020
Seasonal Engineering Aide	Public Works	Dylan Ferron	8/20/2020
Seasonal Engineering Aide	Public Works	Kory Smits	8/25/2020
Seasonal Engineering Aide	Public Works	Victoria Worcester	8/14/2020
Seasonal Engineering Aide	Public Works	Owen Martzke	8/28/2020
Seasonal Maintenance	Community & Economic Development	Melissa Hoppe	8/20/2020
Real Estate Specialist	Community & Economic Development	Kenneth Rovinski	9/8/2020
Forestry Worker I	Parks, Recreation & Forestry	Philip Kocha	8/27/2020
Sr. Carpenter	Public Works	Steve Lardinois	9/17/2020
Specialist II	Police	Barbara Gerarden	9/16/2020
Transit Operator	Transit	Alejandro Amaro	9/19/2020
Seasonal Maintenance Employee	Public Works	Liam Golden	9/4/2020

Operator I	Public Works	Joe Luedeman	9/22/2020
Seasonal Maintenance Employee	Public Works	Katelyn Simoens	8/26/2020
<u>Longevity</u>			
Engineer EMT-P	Fire	Nate Timm	9/3/2020