



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 25, 2022, 4:30 PM

AMENDED

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

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

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the minutes from January 11, 2022.

E. Regular Business.

1. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Captain - Police
 - b. Electrical Inspector - Community & Economic Development
2. Consideration with possible action to repeal and recreate Green Bay Municipal Code 2-79 and 2-81 to include indefinite terms for appointed officials and Common Council removal for cause in accordance with Wis. Stats. §§ 17.12 and 17.16.

F. Informational.

1. Due to the impact of COVID-19 and the Omicron variant, the City is exploring the option of providing paid sick leave for employees retroactive to January 1, 2022. A proposal will be brought forth at the next Personnel meeting on February 8, 2022.
2. Report of routine personnel actions for regular employees.

3. Next meeting date: February 8, 2022.

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/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

+19292056099,,86846491807#,,,,*298054# US (New York)

+13017158592,,86846491807#,,,,*298054# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 25, 2022

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. Captain - Police
- b. Electrical Inspector - Community & Economic Development

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Request to Fill Memo 1.25.2022
- 2. Captain - Balza I
- 3. Electrical Inspector - Steve Krueger 1-12-2022

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: January 25, 2022

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2022 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Police Captain – Replacement position due to the retirement of John Balza effective January 17, 2022. Salary range: \$79,393 - \$93,371 annually.
- Electrical Inspector – Replacement position due to the retirement of Steve Krueger effective March 4, 2022. Salary range: \$29.37 - \$34.54 per hour.

**Captain of Police
Position Fill Request
Justification Report
January 17, 2022**

Position Title:

- 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 for John Balza who is retiring effective January 17, 2022.

- 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 in the current budget within pay grade N (\$79,393-\$93,371). The Green Bay Police Department has four budgeted Captain positions and Captain Balza's retirement created one vacancy.

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

The position of Captain within the police department is a "command officer" that oversees lieutenants and sergeants within the structure of the police department. Captains assume all the roles and responsibilities of a police officer but have the supervisory authority of the lieutenants and sergeants. Having four captains provides the sustainability for growth, leadership and mentorship as the position of Captain is where the future commanders are pulled from

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

This position does not generate revenue. Captains are salaried, FLSA-exempt administrative employees and thus not eligible for overtime.

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

The police department operates in a para-military structure. Captains are part of this structure and oversee the front-line supervisors. The department's structure is designed to ensure accountability, current policies and procedures are being followed, and providing the best service we can to the residents of Green Bay.

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

Currently, a night shift Lieutenant is filling the role on an interim basis. Unfortunately pulling this Lieutenant then causes a supervisor staffing shortage on night shift.

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

If not filled, we would lose span of control within the supervisory ranks. We need the captain position to ensure the structure is upheld and the department has proper supervisory oversight.

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

N/A

9. Are there union issues?

The Captain is a non-represented employee and there are no union issues.

10. Other supporting comments.

**Position Fill Request
Justification Report
January 10, 2022**

Position Title: Electrical Inspector

- 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

Steve Krueger is retiring effective March 4, 2022.

- 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 at pay grade J (\$29.37 – \$34.54/hour).

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

Electrical Inspectors are responsible for the electrical inspection of buildings and structures to ensure compliance with City, State, and Federal codes. They may review permits for new construction, additions, remodeling, and demolition relative to the electrical aspects of it. Electrical Inspectors also observe causes and extent of damage to buildings and structures, including fire ruins. They are required to explain and interpret code provisions and building and zoning requirements to contractors, other City departments, and the general public.

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

Yes, electrical permits are paid by property owners, developers, and contractors. Electrical Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

We have only one other Electrical Inspector on staff who is already performing inspections full time. He does not have the capacity to do another full-time position. Construction activity in the City has not declined, it has been steady and will soon increase even more with new, large commercial projects start this year. There will be no way for him alone to meet the current and new electrical inspection needs of the City and maintain the life-safety requirements of the position.

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

The duties are currently being performed by the incumbent. We are requesting to have the position posted and filled as quickly as possible. We are trying to have an overlap with the new hire and the retiring staff of a month or more. That time enables the new hire to be coached, advised and mentored relative to the position needs and requirements. The incumbent has extensive knowledge and experiences that need to be passed on to the

new hire and this overlap enables the transfer of that knowledge. This overlap is essential to the safety and well-being of the community, and will actually save money in the long run.

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

The City would not be capable of providing efficient electrical inspections which would slow development and reduce the level of customer service. There will also be inspections that will not be done, as State law enables contractors to proceed with construction after just 2 days of requesting the inspection, regardless if the inspection was completed. Uninspected construction can result in life safety issues that are overlooked.

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

Cross training of inspectors or contracting the service is the typical approach.

9. Are there union issues?

No.

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 25, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to repeal and recreate Green Bay Municipal Code 2-79 and 2-81 to include indefinite terms for appointed officials and Common Council removal for cause in accordance with Wis. Stats. §§ 17.12 and 17.16.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 26-21 - Repeal Recreate 2-79 - Appointed Officials 1.24.2022

GENERAL ORDINANCE NO. 02-22

AN ORDINANCE REPEALING AND RECREATING SECTIONS 2-79 AND 2-81, GREEN BAY MUNICIPAL CODE, RELATING TO APPOINTED OFFICIALS AND REMOVALS

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2-79, Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 2-79. Appointed officials.

- (a) *Principal City officials.* The following City officials shall be appointed by the Mayor, subject to confirmation by Council, in accordance with Wis. Stats. § 62.09. Said officials shall serve for an indefinite term, subject only to removal as described in section 2-81.
 - (1) Assessor.
 - (2) Attorney.
 - (3) Chief of Operations.
 - (4) Clerk.
 - (5) Comptroller.
 - (6) Director of Community and Economic Development.
 - (7) Director of Parks, Recreation, and Forestry.
 - (8) Director of Public Works.
 - (9) Treasurer.
- (b) *Other officials.* Other officials shall be appointed as described herein, subject to confirmation by Council. Said officials shall serve an indefinite term, subject to removal as described in section 2-81.
 - (1) The Community and Economic Development Director shall appoint the following officials:
 - a. Chief Building Official.
 - b. City Sealer.
 - c. Zoning Administrator.
 - (2) The Public Works Director shall appoint the Weed Commissioner.
- (c) The Police Chief and Fire Chief shall be appointed to serve an indefinite term by the Police and Fire Commission in accordance with Wis. Stats. § 62.13 and shall be subject to removal as described in said statute.

SECTION 2. Section 2-81, Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 2-81. Removals.

- (a) *Elected officers.* Elected officers may be removed by recall as provided in Wis. Stats. § 9.10 or by Council for cause in accordance with Wis. Stats. §§ 17.12 and 17.16.
- (b) *Appointed officials.* Officials appointed under section 2-79 may be removed by the Mayor or other appointing official, at pleasure, or by Council for cause, in accordance with Wis. Stats. §§ 17.12 and 17.16.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2022.

APPROVED:

Mayor

ATTEST:

Clerk

ljm

2/1/22



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 25, 2022

PREPARED BY

AGENDA ITEM # F.1

Due to the impact of COVID-19 and the Omicron variant, the City is exploring the option of providing paid sick leave for employees retroactive to January 1, 2022. A proposal will be brought forth at the next Personnel meeting on February 8, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 25, 2022

AGENDA ITEM # F.2

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 1.25.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
January 25, 2022**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Mechanic	Fire	Matt Dessell	1/10/2022
Parking Maintenance Technician	Public Works	Nathan Keeler	1/17/2022
Community Service Officer	Police	Omar Patino	1/10/2022
Patrol Officer Recruit	Police	Evan Rosenau	1/13/2022
<u>Transfer</u>			
Community Service Officer	Police	Archie Dudley	12/20/2021
Executive Secretary	Park, Recreation & Forestry	Melissa Edison	1/24/2022
Truck Driver - Street	Public Works	John Denneau	1/24/2022
Community Service Officer	Police	Darian Kostreva	1/10/2022
<u>Reclassification</u>			
Multimedia Communiation Specialist	IT	Shelby Edlebeck	1/1/2022
Programmer Analyst	IT	Daniel Meighen	1/1/2022
Programmer Analyst	IT	Daniel Olm	1/1/2022
Programmer Analyst	IT	Matt Sorenson	1/1/2022
Criminalistic Specialist	Police	Baeleigh Andrae	1/1/2022
Criminalistic Specialist	Police	Michelle Czarneski	1/1/2022
Criminalistic Specialist	Police	Kendyl Danelski	1/1/2022
Criminalistic Specialist	Police	Kristen McMullen	1/1/2022
<u>Promotion</u>			
Seasonal WLS Animal Keeper	Park, Recreation & Forestry	Alyssa Baumann	1/10/2022
Senior Animal Keeper			
Patrol Officer Recruit	Police	Jerrone Petry	12/20/2021
Patrol Officer			
Custodian	Park, Recreation & Forestry	Cheyenne Stevens	1/17/2022
Custodian II			
<u>Grade/Step Change</u>			
Park Supervisor	Park, Recreation & Forestry	Gregory Barta	1/12/2022
Administrative Clerk II	Muni Court	Jessica Pierner	1/9/2022
Neighborhood Development Specialist	Community & Economic Development	William Peters	1/6/2022
Resident Services Coordinator	Community & Economic Development	Kaycee Champasak	1/5/2022
Housing Administrator	Community & Economic Development	Jayme Valentine	1/1/2022
Operator I	Public Works	Brian VanHorn	1/19/2022
Parking Maintenance Technician	Public Works	Jacob Zeitler	2/1/2022
Laborer - Street	Public Works	Paul Mleziva	1/19/2022
Administrative Clerk II	Admin Svs	Dawn Canadeo	1/7/2022
Park Maintenance Worker	Park, Recreation & Forestry	John VandenHouten	2/7/2022
Laborer - Street	Public Works	Scott Breitenbach	1/25/2022
Electrician Foreperson	Public Works	Jerry Bruley	1/20/2022
Operator I	Public Works	Scott Eiting	2/3/2022
Operations Supervisor	Transit	Patrick Schmidt	1/22/2022
<u>Name Change</u>			
Administrative Clerk II	Admin Svs	Mary Safranski	9/8/2021
<u>End of Employment</u>			
Park Maintenance Worker	Park, Recreation & Forestry	David Laluzerne	2/18/2022

Seasonal Engineering Aide	Public Works	Dylan Ferron	1/7/2022
Temp Tax Collection Help	Admin Svs	Constance Brownell	12/31/2021
Captain	Police	John Balza	1/17/2022
Temp Tax Collection Help	Admin Svs	Lauren Destiche	1/18/2022
Transit Operator	Transit	Doug Janssen	2/3/2022