AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 10, 2022, 4:30 PM
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. Brian Johnson, Ald. Jesse Brunette, Ald. Jim Hutchison

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the minutes from April 26, 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. Crime Analyst - Police
   b. Zoning Administrator/Senior Planner - Community & Economic Development

F. Informational.

1. Report of routine personnel actions for regular employees.

2. Next meeting date: May 24, 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/u/kb869Q3eV

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.

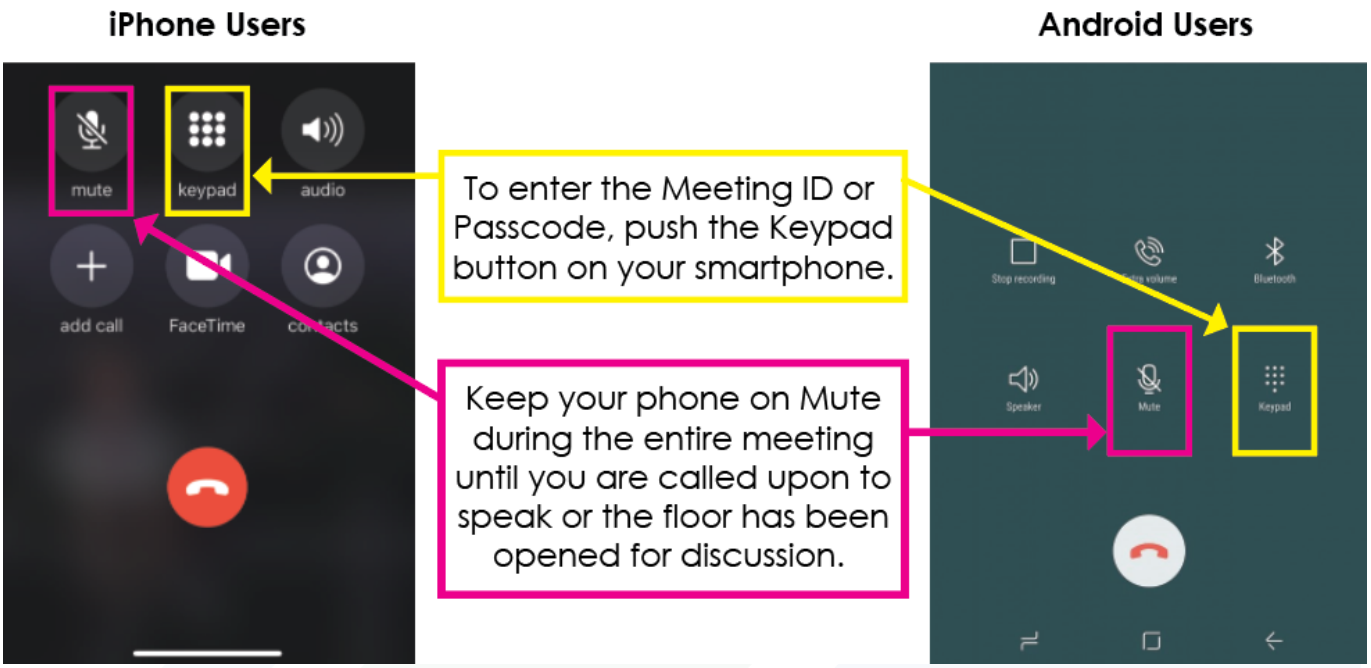
Additional Information

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

May 10, 2022

AGENDA ITEM # E.1

Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
a. Crime Analyst - Police
b. Zoning Administrator/Senior Planner - Community & Economic Development

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 5.10.2022
2. Crime Analyst - M. Warych
3. Zoning Administrator - Neumeyer 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: May 10, 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.

• Crime Analyst – Replacement position due to the resignation of Melissa Warych effective May 12, 2022. Salary range: $29.37 - $34.54 per hour.
• Zoning Administrator/Senior Planner – Replacement position due to the retirement of Paul Neumeyer effective June 2, 2022. Salary range: $65,644 - $77,251 annually.

Position Fill Request
Justification Report
May 4, 2022

Position Title: Crime Analyst

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 Melissa Warych who is resigning effective 5/12/2022.

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 Grade J ($29.37-$34.54/hour).

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

   Crime Analysts research and analyze complex intelligence information. More specifically, these positions gather and manage data, prepare reports and maps, monitor data for crime patterns and trends, assist with investigative analysis on cases, monitor social media for criminal intelligence and prepare internal bulletins on wanted persons.

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

   No revenue generated or reduction in expenses.

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

   This second Crime Analyst position was originally added because of the workload on one staff member who performed the duties. Duties and responsibilities have increased over time and current employees will not be able to absorb the responsibilities.

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

   The duties are currently being performed by the incumbent. Once the position is vacant, we have had to prioritize duties of the one remaining Crime Analyst to continue to deliver the information to the department, City Officials, and the community.

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

   Strategic and crime analysis would be restricted, wait time for information, statistics, weekly updates, and intel and information projects requested internally and from outside the department would be delayed. Some projects or products that come out of the Crime Analyst position would be up for elimination or significant reduction, to include weekly crime reports, statistical analysis of crime numbers, release of IBRS numbers would be delayed and the focus of assisting on major investigations (i.e. homicides, shootings, critical incidents) would be impacted.

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

   The work and job responsibilities would need to be assigned to other areas of the department for completion. If this were to occur long term or permanently, it would create issues of those assigned to now do Crime Analyst work, to have less time to do normally assigned work as listed in their job description. This would create issues of out of class pay, which would again create additional work for the leadership team to schedule, monitor and approve the out of class pay situation. The Crime Analyst position is responsible for reporting of crime statistics to the State of Wisconsin and to the Federal Bureau of Investigation as mandated by law. This work cannot be ignored and must be evaluated, monitored, and reported on a regular basis. This is a labor-intensive process and is a priority of the Crime Analyst position.

9. Are there union issues?

   This is a non-union position.

10. Other supporting comments.

    This is a valuable position to the successful day to day operation of the Police Department. This position is vital to the evaluation and analysis of criminal activity and vital to criminal investigations such as shootings, homicides, and other critical incidents.

Position Fill Request
Justification Report
(May 3, 2022)

Position Title: Zoning Administrator/Senior Planner

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 Paul Neumeyer who is retiring on June 2, 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 grade K ($65,644- $77,251)

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

   Zoning Administration; Board of Appeals management; short and long-range planning; monitoring comprehensive plan in relation to community development; assists with official mapping, land divisions, rezonings, conditional use permits and planned unit developments; reviews multiple-family, commercial and industrial site plans; prepares reports and graphics for board presentations.

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

   Not directly, fees collected are part of the department's permitting and plan review/enforcement functions.

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

   This is a full-time planning position as well as the City's appointed Zoning Administrator. Other planning staff are at capacity with existing workloads.

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

   They are being performed by the incumbent. When he leaves only the essential duties will be able to be assigned to other staff until the position is filled.

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

   Work related to zoning including primary customer contact/assistance, staffing the Board of appeals, review and approval of site plans and sign permits, review and oversight of flood plain compliance, and capacity to process zoning petitions

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

Zoning administration and planning are statutory requirements. There are no other methods to complete the work.

9. Are there union issues?

   No, this is a non-union position.

10. Other supporting comments.

    Current staff has been in the position for 30 years and is an integral “cog” in the department’s functions. Replacement in a timely manner is paramount.

Report to the
Personnel Committee of the City of Green Bay

MEETING DATE

May 10, 2022

AGENDA ITEM # F.1

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Action Report 5.10.2022

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 10, 2022

Position	Department/Division	Name	Date
New Hire			
Alderperson	Common Council	Jennifer Grant	4/19/2022
Alderperson	Common Council	Jim Hutchison	4/19/2022
Alderperson	Common Council	Bill Morgan	4/19/2022
Alderperson	Common Council	Steve Campbell	4/19/2022
Alderperson	Common Council	Melinda Eck	4/19/2022
Account Clerk II	Public Works	Mary Gonion	4/25/2022
Assistant City Attorney	Law	Logan Wood	4/25/2022
Truck Driver - Street	Public Works	Daniel Mielke	5/9/2022
Locate Technician LTE	Public Works	Amanda Bedord	5/2/2022
Rehire			
Transit Operator	Transit	Kip Counard	5/3/2022
Transfer			
Office Clerk (PT) Records Clerk	Police	Jennifer Swisher	5/2/2022
Grade/Step Change			
Electrician	Public Works	Peter Vissers	4/22/2022
Park Maint Worker	Park, Recreation & Forestry	Mathew Destree	4/19/2022
Arborist II	Park, Recreation & Forestry	Nicholas McDonald	4/8/2022
Mechanic	Park, Recreation & Forestry	Benjamin Smits	4/8/2022
Dispatch	Transit	Diane Deprez	5/16/2022
Painter	Park, Recreation & Forestry	Frank Theys	4/20/2022
Assistant City Engineer	Public Works	Trista Hobbs	4/20/2022
Civil Engineer I	Public Works	Myla (Ting) Thomason-Eagar	3/9/2022
Appraiser II	Admin Svs	Alex Drews	4/23/2022
Planner II	Community & Economic Development	Stephanie Hummel	4/15/2022
Finance Director	Admin Svs	Diana Ellenbecker	5/16/2022
Park, Recreation & Forestry Director	Park, Recreation & Forestry	Daniel Ditscheit	3/24/2022
Assistant City Engineer	Public Works	Matthew Woicek	3/5/2022
End of Employment			
Alderperson	Common Council	Veronica Corpus-Dax	4/18/2022
Alderperson	Common Council	Barbara Dorff	4/18/2022
Alderperson	Common Council	Lynn Gerlach	4/18/2022
Alderperson	Common Council	John Vanderleest	4/18/2022
Alderperson	Common Council	Kathleen Lefebvre	4/18/2022
Admin Clerk II	Admin Svs	Mary Safranski Santhanakun	4/22/2022
Carpenter	Park, Recreation & Forestry	James Caelwarts	4/18/2022
Firefighter	Fire	Cade Curtis	4/12/2022
Specialist II	Police	Matthew Lynch	6/16/2022
Advanced Patrol Officer	Police	Aaron Walker	4/29/2022
Crime Analyst	Police	Melissa Warych	5/12/2022

Report to the
Personnel Committee of the City of Green Bay

MEETING DATE

May 10, 2022

AGENDA ITEM # F.2

Next meeting date: May 24, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None