



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 24, 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 May 10, 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. Civil Engineer - Public Works
2. Consideration with possible action to increase the Document Center Lead from .94 FTE to 1.00 FTE.
3. Consideration with possible action to add AmeriCorps positions to the Parks, Recreation and Forestry Department contingent upon the City Council approving the AmeriCorps grant.

F. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: June 21, 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

May 24, 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. Civil Engineer - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 5.24.2022
2. Civil Engineer -Jeff Bodoh 5-19-2022

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 24, 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.

- Civil Engineer – Replacement position due to the resignation of Jeff Bodoh effective May 26, 2022. Salary range: \$51,979 - \$71,843 annually.

**Position Fill Request
Justification Report
May 19, 2022**

Position Title: Civil Engineer – Project Development

- 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 a result of Jeff Bodoh's resignation effective 5/26/2022.

- 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.**

The position is included in the current budget. The current salary range for the position is \$51,979 - \$71,843 per year. The position is currently funded 50% by the Engineering budget, 25% by the Storm Water Utility budget, and 25% by the Sanitary Sewer Utility budget.

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

This position provides design and contract administration services for all Public Works construction projects throughout the City of Green Bay. The position is responsible for the design and preparation of contract plans and specifications for projects benefitting the residential, commercial, and industrial customers of the City.

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

The position generally does not generate revenue and reduce expenses.

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

The volume of work to be completed by the engineering staff routinely exceeds the number of staff hours available on an annual basis.

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

We would anticipate some project responsibilities to be shifted to other staff while some duties of the position will currently not be completed. As a result of this vacancy, it is possible that the work proposed in the 2023 Capital Improvement Program may not be completed.

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

The design and construction of City Infrastructure related to capital projects would not be completed.

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

The alternate method of accomplishing the work would be to hire outside consultants to supplement our engineering staff. The cost associated with this alternative would be approximately 15-25% of the value of the construction for each project the outside consultant works on. These additional costs were not anticipated either through the development of the 2022 budget nor the 2022 Capital Improvement Program.

9. Are there union issues?

No

10. Other supporting comments.

None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 24, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to increase the Document Center Lead from .94 FTE to 1.00 FTE.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Memo - Document Center Lead Request to Move to 40 hours

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Thomas J. Walenski

Re: Document Center Lead

Date: 5/24/2022

I. Background

The City of Green Bay's Document Center Lead position is currently at .94 % FTE. I would like to make this position 1.00% 40 hours per week.

- New COGB Marketing Campaign first part of the year to show City Employees the services available from the Document Center. This has increased visibility and workload for the Document Center.
- The Neighborhood Associations recently contacted the Document Center to start doing their print media with the Document Center.
- The Document Center has had an increase in work from Clerk's Office due to election's new criteria. The Document Center also just recently brought in software for the mail machine that will allow them to process certified mail.

II. Financial Impact

Overall, for the remainder of the 2022 budget there will be a savings of \$1,300.15. The increase in additional hours to the Document Center Lead starting June 5th will increase the 2022 budget by \$2,039.23, but will be reduced by the unused budgeted hours from a Document Center Operator for the remainder of 2022.

The budget includes a Document Center Operator position and budgeted hours for a back up Document Center to assist the Document Center Lead. The budgeted hours for the back up Document Center Position is not needed and those unused hours will offset the increased hours to the Document Center Lead and result in a savings to the City.

The 2023 budget will see a savings of \$992.54 because of the reduced hours for the unused second Document Center Operator.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 24, 2022

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action to add AmeriCorps positions to the Parks, Recreation and Forestry Department contingent upon the City Council approving the AmeriCorps grant.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. AmeriCorps Member Memo (002)
2. CC Crew Lead JD
3. CC Crew Member JD



Parks, Recreation & Forestry Department
100 North Jefferson Street - Room 510
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3365
Fax 920.448.3393

05/19/22

To: Melanie Falk

From: Dan Ditscheit

Re: New AmeriCorps member positions

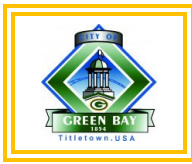
CC: Joseph Faulds

The Parks, Recreation and Forestry Department anticipates receiving an AmeriCorps grant to establish the Green Bay Conservation Corps. The annual budget for this program will be \$500,000 with \$380,000 coming from the AmeriCorps grant and the remaining \$120,000 match from the City. The Green Bay Conservation Corps will create 21 AmeriCorps member positions within the City of Green Bay. It is anticipated to have 6 full-time limited term (1 year) members begin in September of 2022 and an additional 15 seasonal members begin in the summer of 2023. Of the 6 full-time members, 2 members will fulfill the position titled "Conservation Corps Crew Lead" while the remaining 4 members will have the title of "Conservation Corps Crew Member". A full-time term will equal 1,700 hours and the seasonal term will equal 900 hours.

Conservation Corps members will perform the following duties: trail improvement and maintenance, native plant establishment and maintenance, invasive species control, inventory parks and greenways, map trail systems, plan volunteer events, and present educational programs to the public. These members will improve the Green Bay trail system, complete extensive habitat restoration, and engage the public.

The City will distribute bi-weekly living stipends to the members in accordance with AmeriCorps standards. See table below for financial breakdown. All members will receive FICA and be covered under Worker's Compensation. Full-time members will also receive healthcare through The Corps Network. All members also become eligible for the Segal Education Award after completing their term, however this is awarded through AmeriCorps: The Federal Agency.

Member Type	Bi-weekly Stipend	Total Amount
FT Conservation Corps Crew Member	\$900	\$21,600
FT Conservation Corps Crew Lead	\$1,050	\$25,200
HT Conservation Corps Crew Member	\$850	\$10,200



JOB DESCRIPTION

City of Green Bay

Position Title:	Conservation Corps Crew Leader
Department:	Parks, Recreation, & Forestry
Reports To:	Conservation Corps Coordinator
Status:	
Salary Range:	
Job Summary:	Responsible for restoration efforts of Green Bay parks, trails, and greenways while providing oversight and safety advisement to Conservation Corps crew members.
Essential Functions:	▪ Maintain, improve, and create trail systems by grading, vegetation removal, and mowing. Remove flooding debris near river trails when necessary. ▪ Assist in construction projects such as building/replacing boardwalks or building fences. ▪ Perform planting maintenance and installation work including pesticide application, grading, seeding, mowing, sodding, watering, weeding, mulching and trimming. Collects leaves and grass clippings. Plants trees, shrubs, flowers, and bulbs. ▪ Map various habitats, invasive species, and trail systems. Conduct vegetation and wildlife surveys. ▪ Plan, organize, and implement community events to include volunteer days, days of service, and educational programming. ▪ Assist in animal rehabilitation center by preparing and feeding animals. ▪ Motivate and mentor Conservation Corps crew members. ▪ Oversee safety and well-being of Conservation Corps crew members at various worksites. ▪ Work closely with Conservation Corps Coordinator to ensure proper completion of project goals. Effectively communicate with crew members; Parks, Recreation, and Forestry staff; and members of the public. ▪ Keep accurate daily records as instructed. ▪ Follows all policies, procedures, and the philosophy that is set forth by the City of Green Bay Parks, Recreation, & Forestry Department.
Knowledge, Skills And Abilities	▪ Knowledge of park and trail maintenance practices and procedures, including equipment maintenance. Knowledge of safety practices related to general labor and equipment operation. ▪ Skills and knowledge of cleaning and maintenance. Skill and ability to operate and maintain Department equipment and tools. Skill and ability to keep routine records. ▪ Ability to direct employees and plan, schedule, and prioritize workload. Ability to troubleshoot. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position. ▪ Ability to work the required hours of the position. ▪ Some knowledge and principles and practices of animal husbandry and skills in handling animals.

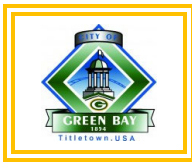
	▪ Ability to work up to 10 hours per day for 5-6 consecutive days in outdoor locations.
Minimum Education and Experience	▪ Minimum of 1 year experience in field work, and/or actively pursuing college degree in biology, environmental science, forestry, or related field. ▪ Valid Wisconsin driver's license and good driving record. ▪ Must be 17+ years old ▪ Must be able to commit to the full year of service (September-August = 1,700 hours). ▪ Willingness to work on crews comprised of people from different backgrounds in various environmental conditions. ▪ All Green Bay Conservation Corps members must consent to a Criminal History Check.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 30 pounds. ○ Frequent walking, standing, bending, and lifting. ○ Ability to focus for long period of time on projects. ○ Ability to work in varied environmental conditions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Print)

Date

Employee Signature



JOB DESCRIPTION

City of Green Bay

Position Title:	Conservation Corps Crew Member
Department:	Parks, Recreation, & Forestry
Reports To:	Conservation Corps Coordinator
Status:	Non-Exempt
Salary Range:	
Job Summary:	Responsible for restoration efforts including trail maintenance, native plantings, habitat restoration, volunteer and education outreach, training and development, and mapping surveying.
Essential Functions:	▪ Maintain, improve, and create trail systems through grading, vegetation removal, and mowing. Remove flooding debris near river trails when necessary. ▪ Assist in construction projects such as building/replacing boardwalks and/or building fences. ▪ Perform planting maintenance and installation work including pesticide application, grading, seeding, mowing, sodding, watering, weeding, mulching, and trimming. Collects leaves and grass clippings. Plants trees, shrubs, flowers, and bulbs. ▪ Treat invasive species by cutting, hand pulling, and/or herbicide applications. ▪ Map various habitats, invasive species, and trail systems. Conduct vegetation and wildlife surveys. ▪ Plan, organize, and implement community events to include volunteer days, days of service, and educational programming. ▪ Assist in animal rehabilitation center by preparing and feeding animals. ▪ Keep accurate daily records as instructed. ▪ Follow all policies, procedures, and the philosophy that is set forth by the City of Green Bay Parks, Recreation, & Forestry Department.
Knowledge, Skills And Abilities	▪ Knowledge of park and trail maintenance practices and procedures, including equipment maintenance. Knowledge of safety practices related to general labor and equipment operation. ▪ Skills and knowledge of cleaning and maintenance. Skill and ability to operate and maintain Department equipment and tools. Skill and ability to keep routine records. ▪ Considerable ability in following oral directions. Ability to establish and maintain effective working relationships. Ability to work the required hours of the position. ▪ Some knowledge and principles and practices of animal husbandry and skills in handling animals. ▪ Ability to work up to 10 hours per day for 5-6 consecutive days in outdoor locations.
Minimum Education and Experience	▪ Valid Wisconsin driver's license and good driving record. ▪ Must be 17+ years old ▪ Must be able to commit to the full year of service (September-August = 1,700 hours). ▪ Willingness to work on crews comprised of people from different backgrounds in various environmental conditions.

	▪ All Green Bay Conservation Corps members must consent to a Criminal History Check.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 30 pounds. ○ Frequent walking, standing, bending, and lifting. ○ Ability to focus for long period of time on projects. ○ Ability to work in varied environmental conditions.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (Print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 24, 2022

AGENDA ITEM # F.I

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 5.24.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 24, 2022**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
IT Specialist	Fire	Justin Magyar	5/9/2022
Public Records Specialist	Police	Jessica Stein	5/9/2022
Truck Driver - Street	Public Works	Kevin Boesen	5/9/2022
GIS Anaylst	Public Works	Krystina Wayne	6/6/2022
Seasonal Engineering Aide	Public Works	Evan Schneider	5/16/2022
Electrician	Public Works	Kyle Scharenbroch	6/6/2022
<u>Rehire</u>			
Seasonal Engineering Aide	Public Works	Dylan Ferron	5/2/2022
Seasonal Engineering Aide	Public Works	Charles Skogg	5/11/2022
Seasonal Engineering Aide	Public Works	Joseph Stoa	5/16/2022
<u>Transfer</u>			
Truck Driver - Street Laborer - Street	Public Works	Joseph Luedeman	4/11/2022
<u>Reclassification</u>			
Financial Supervisor	Park, Recreation & Forestry	Nina Robinette	4/24/2022
Admin Support	Park, Recreation & Forestry	Lori Destree	4/24/2022
Admin Clerk	Park, Recreation & Forestry	Alexandra Lamer-Walschinsk	4/24/2022
<u>Promotion</u>			
Mechanic Mechanic Foreperson	Park, Recreation & Forestry	Peter Smet	5/9/2022
<u>Grade/Step Change</u>			
Mobility Coordinator	Transit	Andrea Vlach	4/29/2022
Transit Dispatch	Transit	Ashton James	5/5/2022
Mechanic	Park, Recreation & Forestry	Peter Smet	4/30/2022
Sewer Maint Worker	Public Works	Crede Haut	5/19/2022
Administrative Clerk	Police	Diane Perry	3/12/2022
Evidence Technician	Police	Jean Rakers	2/20/2022
Patrol Officer	Police	Dylan Doepke	4/1/2022
Advanced Patrol Officer	Police	Michael Englebert	4/6/2022
Chief Building Official	Community & Economic Development	Paul Van Calster	4/29/2022
Sewer Maint Worker	Public Works	Clayton Bruss	5/18/2022
Truck Driver - Street	Public Works	Joerg Schmidt	5/20/2022
Mechanic	Public Works	Peter Falish	5/26/2022
Administrative Clerk II	Muni Court	Christine Petitjean	6/1/2022
Support Assistant	Fire	Carri Prigge	6/4/2022
Advanced Patrol Officer	Police	Aaron Walker	4/6/2022
Sewer Worker Foreperson	Public Works	Michael Deniel	6/15/2022
Signs Worker Foreperson	Public Works	Terry Wegener	6/8/2022
Patrol Officer	Police	Kevin Delwiche	5/4/2022
Patrol Officer	Police	Blagoy Dimitrov	5/4/2022
Patrol Officer	Police	Ethan Plonke	5/4/2022
Patrol Officer	Police	Leah Whitman	5/4/2022
Patrol Officer	Police	Michael Odonnell	5/20/2022
Patrol Officer	Police	Garrick Fisher	5/20/2022
Patrol Officer	Police	Makayla Hennig	5/20/2022
<u>End of Employment</u>			
Civil Engineer I	Public Works	Jeffrey Bodoh	5/26/2022
Firefighter EMT	Fire	Nathan Helbing	5/9/2022



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 24, 2022

AGENDA ITEM # F.2

Next meeting date: June 21, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None