



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, JUNE 21, 2022, 4:30 PM
AMENDED**

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

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

B. Roll Call.

- I. Members: Ald. Bill Galvin, Ald. Brian Johnson, Ald. Jesse Brunette, Ald. Jim Hutchison

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from May 24, 2022.

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. Arborist II - Park, Recreation & Forestry
 - b. Parking Maintenance Technician - Public Works
 - c. Battalion Chief - Fire
2. Consideration with possible action to over hire one sergeant position through September 8, 2022.
3. Request for update and feedback on the Remote Work Policy with the possibility for revision.
4. Request for consideration and approval to award a 3-year contract for Human Resources Benefit Administration Software (RFP #2022-11) to Bentek for the estimated amount of \$182,710.

F. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: July 26, 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

June 21, 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. Arborist II - Park, Recreation & Forestry
- b. Parking Maintenance Technician - Public Works
- c. Battalion Chief - Fire

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Request to Fill Memo 6.21.2022
- 2. Arborist II - N. Simons 06.16.22
- 3. Parking Maintenance Technician - T. Konitzer 06.16.22
- 4. Request to Fill - Battalion Chief 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: June 21, 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.

- Arborist II – Replacement position due to the resignation of Nicholas Simons effective June 16, 2022. Salary range: \$22.76 - \$26.79 hourly.
- Parking Maintenance Technician – Replacement position due to the resignation of Todd Konitzer effective June 16, 2022. Salary range: \$20.56 - \$24.20 hourly.
- Battalion Chief – Replacement position due to the resignation of Drew Spielman effective June 25, 2022. Salary range: \$79,393 - \$93,371 annually.

**Position Fill Request
Justification Report**
June 9, 2022

Position Title: Arborist II

- 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 will be vacant as a result of the resignation of Nicholas Simons effective at the end of the working day on June 16, 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 budgeted. The wage range is \$22.76-\$26.79 (Pay Grade G).

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

The Arborist II position is responsible for tree pruning, tree removal and tree planting of 38,000 street trees and 10,000 park and conservancy trees in Green Bay. These are highly trained positions that use aerial bucket trucks and utilize technical rigging to perform tree work safely and efficiently.

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

Utilizing in house staffing instead of contracting for services reduces expenses. The tree work done by the Arborist II positions also reduces liability claims and exposure by properly maintaining trees.

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

Forestry is unable to keep up with the work load without a full staffing level. With the continuation of Emerald Ash Borer tree removal, regular maintenance projects are not able to be performed within the necessary timeline without being fully staffed.

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

Work is being done by existing staff as able based on priority of the need. The overall needs would outweigh current available staff.

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

Tree pruning, stump grinding and tree planting will either be reduced or not happen at all for a 2-3 year timeline. This in turn will cause a greater back log than already present.

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

There are none at this time. Forestry is not funded to contract work nor would it be cost effective.

9. Are there union issues?

None.

10. Other supporting comments.

**Position Fill Request
Justification Report
June 6, 2022**

Position Title: Full-time Parking Maintenance Technician (PMT) – Parking Division

- 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.**

This is a replacement position resulting from the resignation of Todd Konitzer effective at the end of his regular scheduled shift on Thursday, June 16, 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 funded in the Parking Division operating budget. The current wage range is \$20.56 - \$24.20 per hour (Pay Grade F).

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

This is a daytime afternoon/evening shift Parking Maintenance Technician position that is scheduled five (5) eight-hour shifts per week, and works from 12:00 PM (noon) to 8:30 PM. Each PMT gets two (2) days off per week, but not always in a row. The PMT schedule rotation includes two (2) weekends in a row scheduled to work, followed by two (2) weekends in a row scheduled off.

The PMT position is responsible for completing the following tasks:

- PARCS equipment maintenance and repair
- Plowing and ice control in all facilities
- Sweeping
- Re-lamping light fixtures
- Other maintenance in parking areas as assigned

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

This position generates some revenue from parking citations. But most parking citations are issued by Parking Enforcement Officers and night-shift Parking Maintenance Technicians.

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

There are 4 full-time day shift Parking Maintenance Technicians in the Parking Division Table of Organization. If one or more of them is out, then:

- 1) PMT shifts must be modified for proper coverage, typically requiring overtime
- 2) The new PARCS program requires Parking Division to be staffed 24/7/360. Employee vacancies cannot occur.
- 3) Lower PMT staffing means lower revenue. Parking Division is self-revenue-generating, so it must maintain its revenue stream in order to remain financially solvent.

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

Parking Division continues to do its best to cover all responsibilities. However, lower staffing levels require certain duties to be prioritized and/or not completed.

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

Failing to fill this position will result in lost revenue from parking citations, reduced maintenance in the ramps, a lower level of customer service, and lower levels of parking system security.

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

Forcing the daytime Parking Division maintenance staff to work night hours. However, doing so only creates shortfalls in coverage of daytime work tasks.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
(June 16, 2022)**

Position Title: Battalion Chief

- 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.**

XX Replacement Position _____ Not a Replacement Position

Vacancy created by the resignation of Battalion Chief Drew Spielman who is taking a full-time fire chief position in Hudson, WI.

- 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; Grade N (\$79,393-\$93,371)

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

Responsible for the operational supervision and management of the west side fire stations (3,4, & 6) during a 24 hour period among many other duties.

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

No

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

The duties and responsibilities for Battalion Chiefs are split geographically east and west to make them manageable. The number 1 priority of the Battalion Chief is to ensure the safety of our personnel and the citizens that we serve on all emergency responses.

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

Covered by overtime.

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

This position is critical to the fire department and cannot go unfilled.

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

Fill the position with overtime using the existing Battalion Chiefs. This will create an undue burden because of the amount of additional hours that each would have to work.

9. Are there union issues?

No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to over hire one sergeant position through September 8, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Sergeant 6.2022

**Position Fill Request
Justification Report
6/16/2022**

Position Title: Police Sergeant

- 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 Mike Knetzger who is retiring effective September 8, 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.**

No, currently there are 15 Sergeants budgeted for. This would be a 16th Sergeant until September 8th when there is an expected retirement.

The additional salary cost would be \$1,146.68. (Officer/Sergeant wage difference from June 23rd to September 8th)

It would take 17.74 hours of overtime reduction to fully offset this cost.

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

The Patrol Sergeant is a first line supervisor. The Patrol Sergeant's primary function is to supervise and mentor officers. They can perform all the duties of a patrol officer.

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

There would likely be a reduction in overtime expense as this position would fill a functional vacancy because there is a Sergeant currently on extended FMLA (estimated return December 16, 2022).

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

These duties are presently being absorbed.

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

Done by current Sergeants.

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

No service would be reduced or eliminated.

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

Any drop below contractual minimum staffing would be filled by overtime by current Sergeants. Current Sergeants would absorb the supervisor workload.

9. Are there union issues?

No.

10. Other supporting comments.

It is difficult to predict the actual overtime cost this summer as the Sergeant position has changed slightly to include 1 of the 5 night shift Sergeants (10pm-6:30am) moving to evening shift (7pm-3:30pm). This was done prior to the extended leave of one of the night shift Sergeants.

There is a planned retirement for a dayshift sergeant September 8, 2022. This overfilling of the position would replace that anticipated vacancy and allow for the newly promoted Sergeant to receive training for the position prior to that vacancy.

It is anticipated that there will a Lieutenant position filled later this fall. A Sergeant will likely be promoted to fulfill this role. Filling an additional position now, would help reduce multiple new Sergeants being trained at the same time.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.3

Request for update and feedback on the Remote Work Policy with the possibility for revision.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022-06-07 Dist I to Personnel

Celestine Jeffreys

From: noreply@civicplus.com
Sent: Tuesday, June 7, 2022 8:44 AM
To: Celestine Jeffreys
Subject: Online Form Submittal: Alders' Petitions and Communications

Alders' Petitions and Communications

Name	Jennifer Grant
Committee Name	Personnel Committee
Text of Communication	Request for update and feedback on the Remote Work Policy with the possibility for revision

Email not displaying correctly? [View it in your browser.](#)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.4

Request for consideration and approval to award a 3-year contract for Human Resources Benefit Administration Software (RFP #2022-11) to Bentek for the estimated amount of \$182,710.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Quote Summary HR Benefits

CITY OF GREEN BAY QUOTE SUMMARY
RFP # 2022-11 HR Benefit Software

Dept: HR	VENDOR #1 Selerix	VENDOR #2 Bentek
Planholders: Joe Faulds-Melanie Falk- Jill Christensen		
Issued: 4-14-2022 Due: 05-05-2022 DemandStar		
DESCRIPTION		
Software Solution for HR Benefits the City of Green Bay		
BenTek Annual Fee		\$ 62,570.00
Selerix Per Employee Fee		
COGB Employee Roster Fulltime-Seasonal 943 Employees	\$ 50,922.00	
Software Implementation		\$ 5,000.00
Annual Maintenance	\$ 3,000.00	
Set up Fee	\$ 3,000.00	
Total Annual Spend Year 1	\$ 56,922.00	\$ 67,570.00
3- year Commitment Total Cost	\$ 170,766.00	\$ 182,710.00
Bid Compliant:	Yes	Yes

Evaluation Scoring 3-Members Average Score out of 100 \$ 54.30 \$ 81.30

Recommendation: Award to the lowest responsive, responsible vendor

Bid Evaluation Scoring Bentek 81.3

Recommendation Points From Evaluators : Bentek

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Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

AGENDA ITEM # F.I

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 6.21.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
June 21, 2022**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer	Police	Nicholas Bloch	5/16/2022
Patrol Officer	Police	Amanda DeValk	5/16/2022
Patrol Officer	Police	Amanda Meyer	5/16/2022
Patrol Officer Recruit	Police	Grace Bessey	5/23/2022
Arborist II	Park, Recreation & Forestry	Evan Allan	6/6/2022
Laborer - Sanitation	Public Works	Anthony Pethan	6/6/2022
Carpenter	Park, Recreation & Forestry	Kevin Ferm	6/27/2022
<u>Rehire</u>			
Seasonal Engineering Aide	Public Works	Keeshawn Katers	5/23/2022
<u>Transfer</u>			
Admin Clerk	Public Works	Jamie Destiche	6/20/2022
Admin Clerk	Park, Recreation & Forestry		
<u>Promotion</u>			
Patrol Officer Recruit	Police	Archie Dudley	5/16/2022
Patrol Officer			
Patrol Officer Recruit	Police	Tori Reeder	5/16/2022
Patrol Officer			
Patrol Officer Recruit	Police	Evan Rosenau	5/16/2022
Patrol Officer			
Engineer EMT	Fire	Nicklaus Craig	5/28/2022
Lieutenant EMT			
Firefighter EMT-P	Fire	Matthew Mikulsky	5/28/2022
Engineer EMT-P			
Lieutenant EMT-P	Fire	Andrew Zimonick	5/28/2022
Captain EMT-P			
<u>Grade/Step Change</u>			
Parking Maintenance Technician	Public Works	Stephanie Falk	6/7/2022
Engineering Technician	Public Works	Kelly O'Malley	3/13/2022
Park Ranger I	Park, Recreation & Forestry	Austin Larsen	5/18/2022
Building Services Coordinator	Community & Economic Development	Lucas Leahy	6/7/2022
Electrician	Public Works	Eric VanLaanen	5/20/2022
Electrician	Public Works	Kirk Drossart	5/18/2022
Transit Operator	Transit	Jennifer Tepsa	5/3/2022
Sewer Maint Worker	Public Works	Jered Seitz	6/24/2022
Sewer Maint Worker	Public Works	Lucas Cravillion	6/10/2022
Grant Administrator	Admin Svs	Susan House	6/28/2022
Assistant City Attorney	Law	Lindsay Mather	5/29/2022
Purchasing Assistant	Admin Svs	Becky Maccoux	6/1/2022
Account Clerk II	Admin Svs	Kala Winkler	6/1/2022
Sr. Accountant	Admin Svs	Kim Rivest	6/1/2022
Financial Analyst	Admin Svs	Sheri Hallsten	6/1/2022
Sewer Maint Worker	Public Works	Logan Johnson	6/14/2022
Sewer Maint Worker	Public Works	Mike Faltynski	6/18/2022
Account Clerk III	Public Works	Melinda Stacie	6/1/2022
Account Clerk II	Public Works	Paulette Cook	6/1/2022
Park Maintenance Worker	Park, Recreation & Forestry	Joshua Lewis	6/3/2022
Operations Supervisor	Transit	Chris Braatz	6/1/2022
Transit Operator	Transit	Joe Cherry	6/1/2022
City Sealer	Community & Economic Development	Jason Stubble	7/9/2022

Battalion Chief	Fire	Anthony Piontek	6/21/2022
Patrol Officer	Police	Phillip Maguire	6/14/2022
Operator I	Public Works	Elliot Ness	6/24/2022
Operator I	Public Works	Steve Gandy	6/24/2022

End of Employment

Transit Operator	Transit	Jennifer Tepsa	5/24/2022
Transit Fueler	Transit	John Dontigney	6/1/2022
Transit Mechanic	Transit	Gerald Vandersteen	6/16/2022
Captain	Fire	Brian Turk	5/28/2022
Zoning Administrator	Community and Economic Development	Paul Neumeyer	6/2/2022
Police Officer	Police	Tori Reeder	6/3/2022
Arborist II	Park, Recreation & Forestry	Nicholas Simons	6/16/2022
Parking Maintenance Technician	Public Works	Todd Konitzer	6/16/2022



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

AGENDA ITEM # F.2

Next meeting date: July 26, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None