MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 27, 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.

Present: Jim Hutchison, Brian Johnson, Jesse Brunette
Excused: Bill Galvin

Others Present: Finance Director Diana Ellenbecker, Park, Recreation and Forestry Director Dan Ditscheit, City Attorney Joanne Bungert, Police Chief Chris Davis, Chief of Operations Joseph Faulds, Human Resources Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Jesse Brunette, seconded by Ald. Brian Johnson to approve the agenda.
Motion Passed.
Yes- Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

Moved by Ald. Brian Johnson, seconded by Ald. Jesse Brunette to approve.
Motion Passed.
Yes- Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

E. REGULAR BUSINESS.

1. Consideration with possible action to reclassify the Conservation Corps Coordinator position from Pay Grade G to Pay Grade H.

Moved by Ald. Brian Johnson, seconded by Ald. Jesse Brunette to approve.
Motion Passed.
Yes- Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

2. Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 11 - Travel and Reimbursement to remove the take home vehicle provision for the School Resource Officers and Crime Prevention Officer.

Moved by Ald. Brian Johnson, seconded by Ald. Jesse Brunette to approve.
Motion Passed.
Yes- Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

3. Consideration with possible action on Health, Dental, Vision, Life and Disability benefits starting on January 1, 2023.

Moved by Ald. Brian Johnson, seconded by Ald. Jesse Brunette to approve a 0% increase.
Motion Passed.
Yes- Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

F. INFORMATIONAL.

1. Report of Routine Personnel Action Items

2. Next meeting date: October 11, 2022

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Jesse Brunette to adjourn.
Motion Passed.
Yes- Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

VERBATIM MINUTES

- Okay, I'll start the meeting at 4:30 on September 27th, 2022 for the Personnel Committee. Let me pull up the agenda. Roll call. I guess we're all present except Alder Galvin is missing. Alder Johnson, Burnette and Hutchison are present. I'll take a motion on the agenda.

- Move to approve.

- Second

- Move to approve and seconded. All in favor say, "Aye."

- [All] Aye.

- Opposed? That passes. Take a motion on the minutes.

- So moved.

- Second.

- Moved and seconded. All in favor say, "Aye."

- [All] Aye.

- That motion carries. Now onto regular business. I guess we'll take these one at a time. In consideration with possible action to reclassify the Conservation Corp Coordinator position from grade H. I guess the staff want to address this issue.

- Sure, Director. Ditscheit, do you wanna start?

- Sure, I'd be happy to. So as you all are aware, we recently implemented the Green Bay Conservation Corp program. We initially had a planning grant last year that was awarded, which allowed us to hire this Conservation Corp Coordinator position for one year to in essence create the program, select the projects, and apply for a planning grant to actually, or a program grant to actually implement it. So the first year was primarily research based and also, so it was a lot of desk work that was involved with this position for the first year. Now that the program has been awarded the grant to actually implement it, the job duties for this position are gonna change considerably. So what was more of a research administrative type position is now becoming more of a supervisor position. So the job duties moving forward will be member recruitment, supervision of these employees or these members, project manager, volunteer coordination, additional grant reporting that's required with accepting the grant, and then budget management, and generally just overall supervision of the program as a whole. And so when we envisioned this Conservation Core Coordinator position, we knew that the job duties were going to change when we initially hired the this individual. And now that it's being implemented and the program is moving forward, we reevaluated the position and determined that there really is a need to bump it up one pay grade. And I guess Joe can talk about the procedure. Or Director Faulds can talk about the procedure in regards to that. But in general, we ran this past our consultant that HR reviews all job reclassifications with, and this is the recommendation that they brought forward is to bump it up from a pay grade G to a pay grade H.

- Yeah, like Director Ditscheit said, whenever there are significant changes to a job description, we'll send it to our consultant to review and review the job responsibilities and match it up with our pay plan with the job skills and abilities to make sure that it matches up our other positions for internal equity. So we're not outta whack, we're not paying someone outta line with what they should be based on responsibilities in comparison to other positions. So that was recommendation that came back to move it up one pay grade.

- And the one thing I do wanna mention is when we did apply for a second grant, the program grant, we did estimate in there that this position would get reclassified. So that was already built into the budget for the grant program when we accepted that grant.

- Move to approve.

- Second

- Move to approve and second. Is there any further discussion? Not hearing any. All in favor say, "Aye".

- [All] Aye.

- Opposed? Motion carries. Okay, I'm going back and forth here. I just don't wanna delete the program. Okay, E2, consideration with possible action to amend City of Green Bay personnel policy Chapter 11 Travel and Reimbursement to remove the take home vehicle provision for the school resource officers and crime and officer. Just the point of order, Alders should the motion be now or can it be after discussion?

- I would have our direct staff to update us on the item and then we'll make a motion.

- Thank you, Alder. Could we have discussion with staff please?

- Yeah, I could start off. It's a pretty minor change and a not a big topic to discuss. I think there was discussion with the law department and with our police department about some of the tax implications of having take home vehicles. So then, part of the discussion was to make the change to remove this so SROs were not having take home vehicles and then also the crime prevention officer is a position I believe we have not had in a while. So a little bit of a cleanup just from that policy perspective, but very minor change. I think the policy that the police department has created is to allow for take home vehicles that are consistent with IRS guidelines and then also consistent with for emergency use as well. So Chief Davis, is there anything else you wanna add?

- Not really. I mean, no just for the SROs, what we, it looks like we were giving them a take home car as a convenience. Which if you look at the tax code may, I'm not a tax law expert, but it may subject them to some tax liability and there's not really a business case for that. So in the future we would want all, any cars that are taken home to be connected to some expectation that somebody respond after hours to do some police work.

- Thank you. Move to approve.

- Second.

- Move to approve and seconded. Any further discussion? Okay, all in favor say, "Aye."

- [All] Aye.

- Oppose? Motion carries. E3, consideration with possible action on health, dental, vision, life, and disability benefits starting on January 1st, 2023. Okay, Director Faulds do you have any information on this?

- Yeah, so we do have included in the packet the forecast and that forecast is for the health fund and our premium projection for employees. And then also there's a short memo that I put in there that just talks about how all of our benefits, benefit lines vision, dental will have a 0% increase. But the health insurance for the health premium projection, our consultant is projecting at this time about a 1.69% increase, I believe that's what it was. We were hoping to stay flat with a 0% increase because our health fund is trending is trained in a very positive way. We did implement the family savings plan. This will be its third year, next year. It seems to be working pretty well. And I think when we look at, you know wage increases and other things like that to try and not have another increase to our employees, it's a little bit of a risk to do a 0% increase. I do think the way our medical plan is trending, we could have a 0% increase this year. And then next year either look at maybe a premium increase or even just different design changes if we need to.

- Yes, Alder Burnette?

- Thank you. Director Faulds, is everything staying the same with the health plan? Like as far as benefits, extension of benefits, different plans, that's all pretty much the same. It's just accommodating the rate increase?

- Yeah, that's correct. So the health plan design will be the same. All of our benefits, nothing will change. It's just what they're calling for here in the projection would be a premium increase to both the employer and the employee to be shared. But yeah, other than that, so our recommendation is a 0% increase with no plan design changes.

- Yeah, thank you.

- Joe, we had a, I'm trying to think, we were allocating some additional funding right into this pool in the last couple budgets? Or am I confusing that with something else? Thought it was like right around 200,000.

- I don't know if Director Ellenbecker's on, I don't think so. There's was a curtain, or excuse me, there were a few fixed costs in here that we were adding kind of like a stop loss reserve, but I don't think that would be the one you're referring to. Director Ellenbecker?

- I'm sorry, can you repeat the question?

- Yeah, I just thought that there was like a reserve or something where we were allocating additional funding because we were light.

- There wasn't, I was gonna say, as Joe had mentioned, in the past, we had been putting about an extra $50,000 into the fixed cost to try to bring the fund balance up for this, for our health benefits. I just wanna, well like I guess I'm, part of it, I don't think our health benefits overall hasn't really had a negative fund balance. I just wanna make sure you're not thinking workers' comp and general liability. Those two funds and we have always been the last couple years have been adding reserve to get it to a positive fund balance. But for health, it has been on three and we have made sure that we have every fixed cost and then a projection on claims. So we really are, because being self-funded, we really make sure we just allocate all the fixed costs.

- I think maybe Alder Johnson, you might be thinking of the sick escrow account. Maybe that might be what we tried adding more to-

- That might have been. Yeah, and I just, the reason I'm asking the question of course is I mean it's hard not to wanna support a 0% increase, but I'm also thinking about some of the other demands that'll be coming on the levy on levy supported expenditures. And so if this fund balance was low, right? I'm trying to just wrap my head around that. But I think you're right Joe, I think it was the sick reserve that I'm thinking of.

- So Director Ellenbecker, I think you mentioned a little bit about like we have a reserve fund that I think is close to three months in claims. Is that where we're at right now?

- Yes, the internal policy has always been to have at least two months 'cause we're self-funded. Internal policy is to always have at least two months of a fund balance in our 701 fund which is our health, dental, and prescription fund. Every year at the end of the year we look at it, we take that into consideration. Having a good year this year and claims being down, we are certainly looking like we have a two months, an adequate two month supply at this point every year. We're right around the two month average. So, you know, when we build that in, we take that into consideration when they're building the benefits for next year and what they would need for fixed costs. So internally, two months is always what we need, is what has been our internal policy to make sure we have as a fund balance as we carry.

- Okay, so you're not seeing any concerns at this time that as we head into the 2023 budget that we would have to allocate additional funding to that fund balance to keep that in compliance with our policy.

- Now, I don't know, Joe, if you have already discussed that but this year we're that we've had lower claims, we are running at 88% of is that I think we're fully around 88% of our claims for 2022. So we assume so many claims and then we of course we have fixed costs. But if we're gonna continue to run at 88%, that will only help our fund balance in 2022.

- Okay, I appreciate that insight and again, I like the idea of a 0% because, you know we're obviously everybody's feeling a pinch right now and if we can help, you know support our employees in that regard, I wanna do that. I just wanna make sure that it wasn't, you know to the detriment of figuring out how to balance our budget too. So thank you for that insight.

- Okay, any further discussion?

- I'll move to approve a 0% increase.

- Second.

- Moved and seconded. All in favor?

- [All] Aye.

- Opposed? Motion carries. Okay, we're into informational. Report of routine personnel action items.

- Any questions on that?

- I have none.

- Okay.

- A motion we we can place in the file I think is appropriate. Or that's informational, nevermind.

- Yeah, I don't think either.

- Nevermind? Just informational, okay. Okay, F2 is next meeting is October 11th, 2022.

- Move to adjourn.

- Second.

- Okay, it's been moved and seconded. Whew, I'm being a little easier. All in favor say, "Aye."

- [All] Aye.

- Oppose? Okay, motion carries. We are adjourned at 4:45. Well done everyone. See you in a bit. Okay, see you in a bit.