



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, DECEMBER 13, 2022, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

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. Public Works Supervisor -Public Works Department
 - b. Legal Assistant - Law Department

F. Informational.

1. Report of Routine Personnel Action Items
2. Next meeting date: January 10, 2023.

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



MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joe Faulds
Chief of Operations

Re: Request to Fill Vacant Positions

Date: December 13, 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.

- Public Works Supervisor – Replacement position due to the retirement of Doug Kropp effective at the end of the day on February 3, 2023. This position is budgeted at \$62,316-\$73,278 (Pay Grade J).
 - Request to fill vacancy prior to Doug's retirement date to provide transition training for a new Supervisor.
- Legal Assistant – Replacement position due to the resignation of Becky Dewitt effective December 15, 2022. The position is budgeted at \$20.97-\$24.68/hour (Pay Grade F).

**Position Fill Request
Justification Report
November 28, 2022**

Position Title: Supervisor – DPW Operations 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.**

 X **Replacement Position** **Not a Replacement Position**

This vacancy results from the retirement of DPW Supervisor Doug Kropp effective at the end of the regular workday on Friday, February 3, 2023.

NOTE: Due to the need for proper operational management, DPW is requesting that this vacancy be filled prior to Doug's retirement date, to provide transition training for a new Supervisor.

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 currently funded in the DPW operating budget. The current salary range is \$62,316 to \$73,278 (Pay Grade J).

3. **Please list the functions and any special information regarding this position.**
DPW Supervisors play a key role in coordinating, managing, and addressing issues related day-to-day activities of DPW-Operations Division. They also serve proxy duty for DPW Superintendents during absences from work. Supervisors are responsible for scheduling work assignments, directing and managing projects, assuring completion of job assignments in a timely manner, addressing project issues, responding to citizen complaints, handling after-hour emergencies, and preparing and maintaining associated records and documentation.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
This position does not generate revenue on a regular basis. Supervisors are responsible for the enforcement of the City's 1) sidewalk ice/snow and 2) long grass/noxious weed ordinances. DPW action on these issues generates revenue through service charges and citations. Supervisors also maintain records for accounting and invoicing of services performed for special projects/events.

5. **Please explain why current staff is unable to absorb duties of this position.**
Until the 1990's, Operations Division had 10 supervisory staff plus an Operations Superintendent, covering five (5) sections (Sewer/Bridge, Street, Sanitation, Motor Equipment, and Buildings/Grounds). At that time, there was little (if any) crossover of responsibilities between sections.

Operations Division currently has six (6) supervisory staff plus the Operations Division Director who lead four (4) Operations Division sections (Street, Sanitation, Motor Equipment, and Buildings/Grounds). Four (4) of those staff members maintain

responsibilities in more than one section. Workload of current supervisory staff is maximized. DPW cannot absorb the duties of a lost Supervisor position.

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

During periods of short staffing core duties completed by vacant Supervisor positions must still be completed. So other Supervisors, Superintendent, and the Operations Division Director perform those duties. This leads to additional time spent by all management staff, and additional on-call duties to compensate for the missing Supervisor.

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

DPW will always perform its core services to assure safety-critical and customer service responsibilities of the organization. However, a reduction in staffing will result in a lower level of service to residents. The main function of a DPW Supervisor is to plan, direct, and oversee day-to-day activities of DPW employees. By not filling this position, DPW's Employee-to-Supervisor ratio will increase. This will reduce DPW work quality, quantity, and interaction of management staff with employees due to added workload. Lack of proper leadership/supervision results in City services not being addressed in a timely and efficient manner. Proper supervision staffing assures that services are maintained, and policies and procedures are being followed.

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

There is no alternative to losing a Supervisor from the DPW Table of Organization. To effectively manage day-to-day activities of DPW-Operations Division, there must be adequate on-site management staff. This cannot be accomplished by outside services. DPW must comply with Federal, State, and local laws, ordinances, policies, and rules for care of public infrastructure. The frequency of certain activities cannot be reduced. One alternative could be imposing more responsibility on existing Supervisors. However, that alternative would lead to Supervisor burn-out and continued inadequate Supervisor coverage.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
November 28, 2022**

Position Title: Legal Assistant

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**

Becky DeWitte is resigning effective December 15, 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 F (\$20.97-\$24.68/hour). The position works 30 hours/week. This position is slated to transition to 40 hours/week as of July 1, 2023.

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

The Legal Assistant (Claims) provides is primarily responsible for claims administration for general liability claims brought against the City, which includes ensuring claims are timely reviewed, communicating with claimants and departments, facilitating the investigation into the matter, assessing immunities for presentation to the claims committee, maintaining accurate record keeping in the event of litigation, and remaining up-to-date on changes in liability laws. In addition, the Legal Assistant handles matters related to auto-physical liability, and is the centralized information point for all insurance related matters. The Legal Assistant is also support staff for the Claims Committee. The Legal Assistant also manages and tracks all certificates of insurance for the City. In further, the Legal Assistant is support staff for the Municipal Prosecutor. Creates and files stipulations, prepares other pre-trial and trial documents, evidence, filings, and notes. The Legal Assistant aids with issuing and serving subpoenas and any other necessary trial preparation and calendaring tasks and duties.

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

This position reduces expenses by approximately \$5000, avoids future increases in third party administrator fees, and avoids overages should the number of claims exceed the anticipated 80 claims per year. In addition, CVMIC is no longer providing third party administrator services, so the savings are expected to be higher if we have to hire a private firm to handle these services.

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

Staffing in the law department consists of 5 attorneys, 1 paralegal, and 2 legal assistants. There is no duplication of workloads amongst staff and this position requires a specific skill set not shared by anyone else in the department.

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

The incumbent is performing these functions until her resignation date.

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

Claims administration, which is an essential service, as failure to timely respond to claims results in unnecessary litigation against the City.

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

Claims administration must be outsourced. CVMIC provided a discounted rate of \$750 per claim, but has discontinued this service. As a result, the City will have to contract with a private third party administrator, which will increase the City's expenses by at least \$5000.

9. **Are there union issues?**

This is a non-union position.

10. **Other supporting comments.**

This position is an essential component to the daily function of the Law department.

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
January 11, 2022

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer Recruit	Police	Savanna Anderson	11/30/2022
Patrol Officer Recruit	Police	Abigail Skeens	11/29/2022
Patrol Officer Recruit	Police	Ryan Baumann	11/28/2022
Patrol Officer Recruit	Police	Victoria Loberger	11/28/2022
Patrol Officer Recruit	Police	James Elsinger	11/28/2022
Patrol Officer Recruit	Police	Austen Jahnke	12/1/2022
<u>Reclassification</u>			
Accountant	Transit	Sherry Schuh	11/7/2022
Finance Manager			
<u>Promotion</u>			
Patrol Officer Recruit	PD	Richard Neldner	11/14/2022
Police Officer			
Patrol Officer Recruit	PD	Ezekial Stoll	11/14/2022
Police Officer			
Patrol Officer Recruit	PD	Grace Bessey	11/14/2022
Police Officer			
Lieutenant	Fire	Chad Allen	12/17/2022
Captain			
Lieutenant	Fire	Kyle Koch	12/17/2022
Captain			
Fire Engineer	Fire	Kyle Rentmeester	12/17/2022
Lieutenant			
Fire Engineer	Fire	Joseph Thomson	12/17/2022
Lieutenant			
Fire Fighter	Fire	Luke Vangompel	12/17/2022
Fire Engineer			
Fire Fighter	Fire	Nicholas Verstoppen	12/17/2022
Fire Engineer			
Engineer	Fire	Kevin Becker	12/17/2022
Lieutenant			
Engineer	Fire	John Crabbe	12/17/2022
Lieutenant			
Fire Fighter	Fire	Joseph Fredrickson	12/17/2022
Engineer			
Fire Fighter	Fire	Nicholas Ott	12/17/2022
Engineer			
Lieutenant	Fire	Kevin Pischke	12/17/2022
Captain			
Fire Fighter	Fire	Aaron Anderson	12/17/2022
Engineer			
Engineer	Fire	Keith Dougherty	12/17/2022
Lieutenant			
Lieutenant	Fire	James Irvin	12/17/2022
Captain			
Fire Fighter	Fire	Joseph Fitzpatrick	12/17/2022
Engineer			

Engineer	Fire	Keith Zaidel	12/17/2022
Lieutenant			
Lieutenant	Fire	Dustin Ridings	12/17/2022
Captain			

Grade/Step Change

Laborer - Sanitation	Public Works	Timothy Kosch	12/6/2022
Sewer Maint Worker	Public Works	Cody Akerboom	12/6/2022
Battalion Chief	Fire	David Kolz	12/1/2022
Battalion Chief	Fire	Michael Vandonavond	12/1/2022
Assistant Fire Chief	Fire	Robert Goplin	12/1/2022
Administrative Assistant	Fire	Lynn Beno	12/1/2022
Mechanic Foreperson	Public Works	William Leisgang	11/25/2022
Electrician	Public Works	Timothy Reed	12/1/2022
Payroll Manager	Admin Svs	Jill Vandenplas	12/1/2022
Payroll Specialist	Admin Svs	Tammy Metoxen	12/1/2022
City Assessor	Admin Svs	Russell Schwandt	12/1/2022
Programmer Analyst	IT	Yurshia Xiong	12/1/2022
Network Specialist	IT	Kristi Wise	12/1/2022
Systems Analyst	IT	Steven Meadowcroft	12/1/2022
Operator I	Public Works	Joseph Luedeman	11/1/2022
Arborist II	Parks	Cole Kirchman	12/21/2022
Park Maintenance Worker	Parks	Ricky Vanderwegen	12/25/2022
Civil Engineer II	Public Works	Chaming Yang	12/1/2022

Name Change

Patrol Officer	Police	Anna Serres Anna Alger	7/26/2022
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End of Employment

Records Clerk	Police	Sue Campshure	12/1/2022
Police Lieutenant	Police	Jody Buth	12/16/2022
Truck Driver - Streets	Public Works	Paul Mande	12/16/2022
Transit Operator	Transit	Judy Coyier	11/10/2022
Transit Operator	Transit	Joe Cherry	11/29/2022
Transit Operator	Transit	Mohamed Khan	12/16/2022
Captain	Fire	John Kreuser	12/17/2022
Captain	Fire	Neil Olejniczak	12/17/2022
Captain	Fire	Bernard Carwardine	12/17/2022
Captain	Fire	Richard Gee	12/17/2022
Captain	Fire	Jesse Link	12/17/2022
Lieutenant	Fire	Rich Wienke	12/17/2022