



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 10, 2023, 4:30 PM
AMENDED**

**In person at City Hall, Room 207.
Virtual attendance also available via Zoom.**

A. ZOOM MEETING INFORMATION.

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

B. ROLL CALL.

Present: Jim Hutchison, Bill Galvin, Jesse Brunette, Brian Johnson (arrived at 4:35 p.m.)

Others Present: Ald. Mark Steuer, Public Works Director Steve Grenier, Finance Director Diana Ellenbecker, City Attorney Joanne Bungert, Parks, Recreation and Forestry Director Dan Ditscheit, Chief of Operations Joseph Faulds, Deputy Director of Community and Economic Development Cheryl Renier-Wigg, Public Works Operations Director Chris Pirlot, Human Resources Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Jesse Brunette, seconded by Ald. Jim Hutchison to approve the agenda.

Motion Passed.

Yes- Bill Galvin, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

Moved by Ald. Jesse Brunette, seconded by Ald. Jim Hutchison to approve.

Motion Passed.

Yes- Bill Galvin, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

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. Accounting Assistant - Parks Department
- b. Administrative Assistant - Community and Economic Development

Chief of Operations Joseph Faulds noted that a correction was needed. The Administrative Assistant position title should be changed to Administrative Clerk.

Moved by Ald. Jesse Brunette, seconded by Ald. Jim Hutchison to approve the request to fill the Parks Department Accounting Assistant and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Bill Galvin, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

Moved by Ald. Jesse Brunette, seconded by Ald. Jim Hutchison to approve the request to fill the Community and Economic Development Administrative Clerk and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Bill Galvin, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

2. Consideration with possible action on the request to reorganize the Public Works Parking Division.

Moved by Ald. Jesse Brunette, seconded by Ald. Jim Hutchison to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

F. INFORMATIONAL.

1. Report of Routine Personnel Action Items

2. Next meeting date: January 24, 2023.

G. ADJOURNMENT.

Moved by Ald. Jesse Brunette, seconded by Ald. Jim Hutchison to adjourn.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison, No- None, Abstain- None.

VERBATIM MINUTES

- All right, this is the personnel committee meeting for the City of Green Bay on January the 10th at 4:32 PM. Roll call: Alder Galvin is here. Alder Hutchinson. Alder Brunette are all here. And Alder Johnson is not here yet. I'll entertain a motion on the agenda.

- Move to approve.
- Second.
- All those in favor say "aye".
- Aye.
- Aye.
- That passes unanimously. Entertain a motion on the minutes.
- Move to approve.
- Second.
- All those in favor say "aye".
- Aye.
- Aye.
- Aye.
- That passes unanimously. Under regular business, item E, number one, consideration with possible action on a request to fill the following replacement positions in all subsequent vacancies, resulting from internal transfers. An accounting assistant with the Parks Department. Does anyone have any questions for staff on this? If not, I'll entertain a motion.
- Move to approve.
- Second.
- All those in favor say aye.
- Aye.
- And that passes unanimously. Item B, start over. Administrative assistant with community in economic development. Anyone have questions for staff? Yes, go on.
- Just wanna there's a clerical error It should say "administrative clerk" on there.
- Clerk? Okay. So note it. Any questions for staff on this? If not, I'll entertain a motion.
- Motion approve.
- Second.

- All those in favor say aye.

- Aye.

- Aye.

- And that passes unanimously. Consideration with possible action on a request to reorganize the public works parking division staff.

- Okay. I'm gonna turn this over to-

- That was actually kind of funny, Joe.

- Yeah there's no one behind you, you're stuck.

- Yeah, sure you would please.

- Thanks Chris.

- Thank you. Parking division, just like everyone else has had a lot of experiences, since the Covid pandemic started back in early 2020. One of which is of course has been, loss of occupancy in the ranch because people have been working from home. Along with that has been the, the activity in the in the job market where we've had some turnover and had extreme problems finding replacement people and we're still down people all, you know, all these years later. So it, because of the lower occupancy in the ramps' parking lots. What we've seen is obviously less activity for maintenance. And along with that, with the, with our vacancies we've been able to do what we need to do with less people and parking division has for our maintenance staff, we have parking building technicians basically custodians, used to be called custodians. We upgraded them to a different title. And the parking maintenance technicians which are the people, they, they do maintenance functions, basic maintenance functions, but they also do more a little more technical maintenance on the, the access and revenue control equipment. I mean, they don't go in and, and rebuild 'em but few maintenance daily routine stuff. Well, probably about almost 90% of their jobs overlaps. We looked at, we don't need as many parking building technicians. And why don't we take our, the remaining two parking building technicians of before in that we have staff and make and just make everyone a parking maintenance technician and have 'em do all, all the jobs and job overlaps? And we can have, we can have all the coverage, but provide but need less people. So that is our, our recommenda- our, our request, our and proposal is to take two, our two vacant parking building technicians, don't fill them, take the other two parking building technicians, reclassify them as parking maintenance technicians. And then we have six parking maintenance technicians that will do all the maintenance in our parking structures. And, and lots.

- We took a look at this. We can, we can function quite, quite readily for, for a while. Even with our, our occupancy going back up, right now our parking system's at about 60% of where it was for occupancy before the Covid pandemic started. We don't expect in, in this the new business cases with a lot of typical working from home staying, you see a lot of the businesses doing the hybrid work. So, you know, at some point in the future, maybe we would need more staff, but right now it's,

it's not economically or even functionally necessary to to have eight maintenance people. We can do six quite well with room for expansion.

- Right. And I see it says here that you've got, parking maintenance technician nights are current, two positions are currently vacant. Parking, billing technicians two are currently vacant. So you still wanna add two more people for the vacancies that exist. Is that correct?

- Yes. The, we there, I've, I think there's there's four vacancies we wanna fill two of the vacancies. Not all four, the other two will go away.

- Okay.

- So we'll have our, our nighttime parking maintenance technicians. They do you know, the, the maintenance

- Sure. in addition to enforcement of the overnight on, on street parking.

- Okay.

- In ordinance. And then the other, the other four now would be six. We'll do eight hour shifts, Monday through Friday every six Saturday. And, and then the shifts vary starting as early as six, ending as late as 8:30 at night. So we have to the, the coverage during the activity.

- So you're looking to go from 12 which is what was budgeted down to 10.

- Correct.

- You don't wanna eliminate those positions, just hold 'em open?

- No, we are asking to eliminate them from-

- Wanna eliminate them on So if the need arises in the future you'd have to come back.

- We'll reevaluate that, right.

- Alright. Does anyone have any questions for staff? Jesse?

- I'm all for saving money, so thank you for looking into that. Couple thoughts: one, were there any plans of using 'cause there's a budget savings, a \$120,000, is there any plans or requests that will be coming for use of that money?

- Not necessarily. We don't have a project in mind but any savings that we would realize on salaries winds up going to the parking capital account, which then is used for capital projects. \$126,000 is a fair sum of money but not enough to fund a major project. But one of the things we do wanna, remind the committee about, we are currently in a revisitation of our downtown parking study which was last updated from 2013. We do anticipate that there are some recommendations that are gonna have capital needs coming out of that. So this money goes into that fund to help offset the need for parking division to borrow money for capital projects in the future. And one of the things we do have

to remind you, we are looking down the barrel of meeting a replacement ramp at some point in the foreseeable future. And our estimates on a ramp is gonna put us north of 30 million or so. Any little money we can squirrel away right now is gonna, is gonna help.

- Appreciate that.

- Also just an FYI, a parking operated in the red during 2020, 2021. So out of the capital fund that helped balance out the budgets at the end of the year. So any extra money if you will.

- Yeah. Will go back into the capital to repay the rainy day fund if you will.

- Yeah, no, good point. So I remember it wasn't long ago that we had people that were at the park and ramps like in booths.

- You have cashiers.

- That, so you know, different big cities I've been to, say, you have an issue with your card or the payment doesn't work for some whatever or you lose your ticket. And that, that, you know, that bar that comes down the barricade, is there any concern that the public is effective if we have two less people kind of around the facilities?

- No, we, we still have staffing on the shifts that we had before that the parking equip was installed 2017. So that's when our cashiers finally, should've totally went away. But there's a call button if, if someone has problems and that links to the cell phone on the maintenance person's belt, they can talk to 'em directly. And of course they don't have to drive a hundred miles to get to, hey I'm over at Cherry Street ramp. Oh I'm in the Adam Street lot, I'll be right there.

- So even with two less people it won't be impacted. It'll be a negligent.

- No, we don't anticipate any problems because we're dealing with that remotely already. It for the, the random parking patrons who have issues at the exit gates.

- All right, thank you.

- Any other questions for staff? Alright, thank you very much. I'll entertain a motion for to approve.

- Second.

- All those in favor say aye.

- Aye.

- Aye.

- That passes unanimously. Do we have any questions for staff on the report of routine personnel actions?

- Aye.

- Alder Brunette.

- Yeah, Director Faulds that one thing I had noticed that wasn't on this list was the, I don't know what, what the status of the employee but the mayor's chief of staff is not listed on this as a routine personnel action. And from what I've heard, he resigned a couple weeks like in November and we've had a meeting on 11/29 and a meeting on 12/13 and now today and a no reference at all to that person's resignation. I was just wondering why was that excluded from the report to the personnel committee?

- I don't think it was excluded. I think what happened was the resignation was in November, I believe it was 16th or 17th. And I think by the time we got just, processed through the payroll system, I think we just maybe missed on a meeting and it's now a month and a half later it's not gonna show up on this report. So that's why 'cause I think this is linked to our payroll system. So I think that's what happened.

- Like on the 11/29 or 12/13, it was just an oversight.

- Yep, that's correct.

- Is there any, any plans to fill that position? 'Cause I noticed as of a week ago, it was not on the city's website and normally, you know, we see just like today we approved to hire two replacements for the people who vacated, is there any plans to replace this position posted anything?

- So that position, it's appointed by the mayor. So I think the mayor is just evaluating it and looking at the position and decided to fill it.

- Okay so it would have to come back, just like these two other positions today to approve filling. It would have to come back to this.

- No, it would not because it's approved in the budget and it's an appointed position. There's a booklet on the mayor's staff that was approved by council quite a few years ago that these positions are appointed and by the mayor and they don't have to come back to personnel for council for approval. I shared that with the committee probably a few years ago and I can send it to the committee.

- Yeah, it'll be good know 'cause you know, as, as you know this is why and hopefully this is all open to discussion 'cause it's routine action. This is routine action. If you remember around budget time I had mentioned hey, this might be an opportunity to look at getting, you know an assistant to the city council or some sort of legislative assistant. And I think that this would be a, a great opportunity to look at that, especially if there's no immediate plans to fill the position and the elephant in the room is that this person is now managing the mayor's campaign which makes me uncomfortable if that is the reason why, we're delaying filling the position. So are there options here? I mean, can I put a communication through to have this committee discuss that?

- Yeah, you can put a communication. I know there's a lot of discussion at the council at the budget time to keep positions open to save funds for the, the city. So oh, that's gonna be up to the council to decide what to do.

- Yeah, and I'm, I'm fine with that. I guess my suspicion is that the position's being held so that the person could be hired again that's just the elephant in the room. That's the way I feel about it. And I just wish the communication would've been better to the council because part of the chief of staff's job description is to support the council. Now that could be support the council, during city council meetings. We've had a couple city council meetings and nobody on the council knew that this person resigned, up until a few alders had to question it. And that was a full month before we were notified. So I don't know where the, where things fell through but I just hope, I don't put my city council president hat on very often, because I think we're all equal. But I just think from a council president's standpoint, the way that this is communicated to us could have been much better.

- Yeah, and I guess one last thing to say too, when it says regular employees, that might be a reason why it's not on this report as well. 'Cause it's an appointed position by the mayor so, and it doesn't come back to personnel. So I think that's probably, the reason why it wasn't on the report.

- Fair enough.

- Can I just say my piece?

- Yes. And you need to say it very very respectfully.

- Thank you.

- Alder Johnson.

- Yeah and I'm glad you brought it up, alder Brunette. I, you know, I won't necessarily talk about the elephant in the room or, or speculation but I think that's a basic courtesy. If you have a position that has some accountability to members of council and you had said that we were just notified, I don't think we've ever been notified. So I think that's a huge mess that needs to not happen. So for whatever reason that position is vacant, whatever reason that position is left. If that's November, we're talking two months and council hasn't been notified that we don't have a chief of staff to the mayor's office. I, again, I don't care about all the other speculation, why the reasons that we need to be told about that because that's the position that we're supposed to be, communicating to about certain things and and we don't even know that that person's not there to communicate to, so.

- Are there comments or questions?

- Aye.

- Our next meeting is January 24th, 2023. I'll entertain a motion to adjourn.

- Move to adjourn.

- Second.

- All those in favor say aye.

- Aye.

- Aye.

- Aye.

- That passes unanimously. We are adjourned.