AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 13, 2023, 4:30 PM
Immediately following Finance Committee.
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.

1. Approval of the Minutes from the May 23, 2023 Personnel Committee meeting.

E. Regular Business.

1. For consideration with possible action to add the Conservation Corps Field Assistant position to the Parks, Recreation, and Forestry Department table of organization effective September 1, 2023.

F. Informational.

1. Update on Timeline for the Employee Compensation Market Assessment.
2. Report of Routine Personnel Action Items
3. Next Meeting: July 25, 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/u/kb869Q3eV

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.

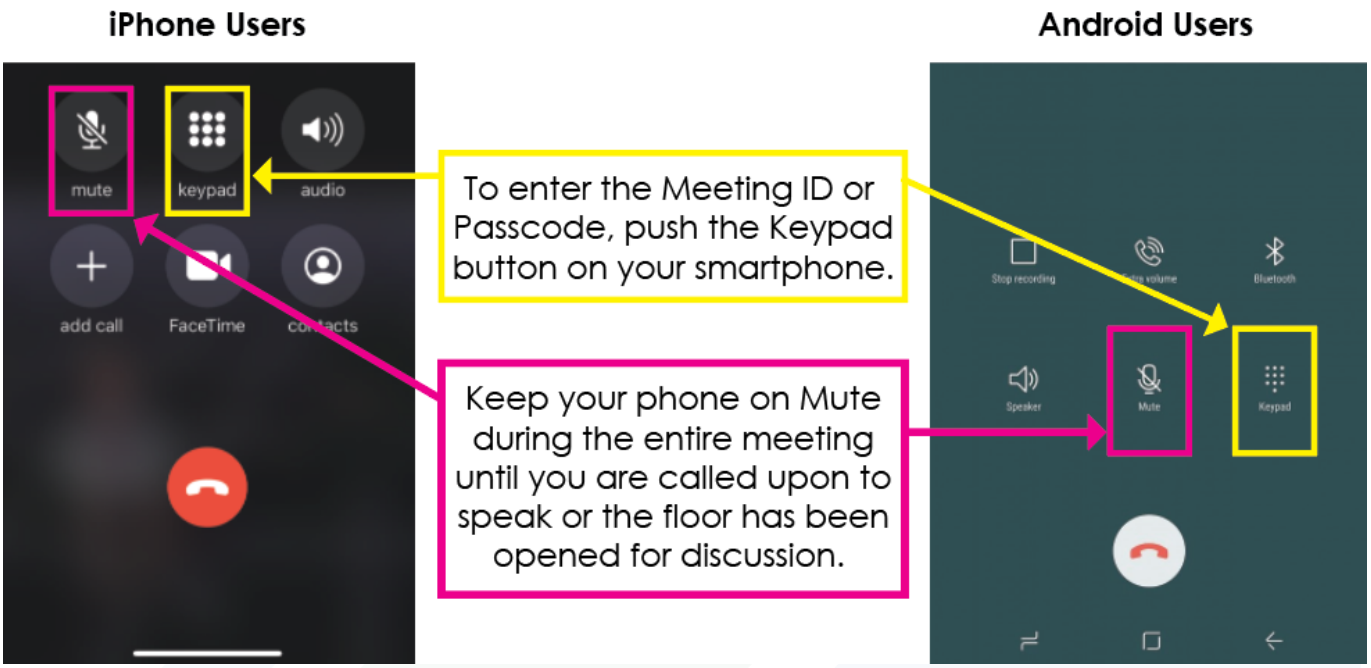
Additional Information

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	PREPARED BY
June 13, 2023	

AGENDA ITEM # E.1

For consideration with possible action to add the Conservation Corps Field Assistant position to the Parks, Recreation, and Forestry Department table of organization effective September 1, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2024 AmeriCorps Grant Memo
2. Field Assistant Job Description 6-12-23

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

To: Personnel Committee

From: Dan Ditscheit, Parks Director
Joseph Faulds, Chief of Operations

Date: 6/12/2023

Re: Proposed Conservation Corps Field Assistant Position

RECOMMENDATION

Human Resources and the Parks Department is requesting to add a Conservation Corps Field Assistant position to the Parks Department table of organization. This will be a Non-Exempt position that is proposed to be placed at Pay Grade F. This position would be effective on September 1, 2023 to be consistent with the AmeriCorps grant cycle.

BACKGROUND

In July of 2022, the City of Green Bay received an AmeriCorps State Grant in the amount of $378,745. This funding was used to hire 1 full time Conservation Corps Coordinator position, 6 full-time AmeriCorps members, and 15 summer AmeriCorps members. The Green Bay Conservation Corps filled all these positions and reached 100% recruitment. The Corps is responsible for completing trail maintenance, habitat management, community outreach, and maintaining all native plantings within the parks, trails, and greenways managed by the City of Green Bay Parks, Recreation and Forestry.

The anticipated outcomes for this new program for the first year included improving 3 miles of trails, restoring 75 acres of habitat, inventorying over 100 acres of parks and greenways, leveraging over 100 volunteers, and providing a minimum of 4 educational programs for the public. As of June, the Conservation Corps has surpassed every outcome with improving 3.5 miles, removing over 100 acres of invasive species, inventorying over 800 acres, leveraging over 170 volunteers, and hosting 5 educational events with an additional 2 planned in the coming months. The current program year still has 3 months left of service to increase these numbers further.

The City received a 3-year grant award, but each year the budget needs to be revised and resubmitted to AmeriCorps for approval and the grant contract is renewed each year. The City recently received notification that the second program year grant was awarded to the City of Green Bay in the amount of $378,573. Because this is a new program, staff re-evaluated the effectiveness of the program needs and proposed the following changes to the budget for the second year of operation. This second-year grant includes increasing the number of AmeriCorps

members to 8 full-time, 5 part-time, and 10 summer for a total of 23 AmeriCorps members (an increase of 2 members). The grant also includes the addition of a second City staff member (Field Assistant), to assist with managing the program.

The proposed Field Assistant position will assist with the daily management, supervision, and training of the AmeriCorps members. Currently, the Conservation Corps Coordinator along with 2 full time AmeriCorps crew leaders cover these responsibilities. We have determined that this current supervisory structure does not allow the Conservation Corps Coordinator adequate time to complete other required duties such as seeking additional grant funds, grant management, public engagement, and ongoing recruitment efforts. Adding the Field Assistant position will increase the overall efficiency of the Conservation Corps program and will improve the field supervision and training of the 23 AmeriCorps Members.

We are not asking the Personnel Committee to review and approve the grant contract. This will be done at next week's Parks Committee meeting. The request to the Personnel Committee is to approve the addition of the proposed Conservation Corps Field Assistant position to the Park Department Table of Organization.

FISCAL IMPACT

Per grant requirements, the program runs from September – August annually. If the grant is approved by the Parks Committee, the additional staff person would preferably start in September to align with the AmeriCorps program year. In 2023, $86,425 was added to the 2023 City Budget to implement the program. This would result in a need of an additional $9,436.79 added to our 2023 budget. We will be able to absorb these costs within our existing budget.

Approving the grant award and adding this position will also result in a 2024 financial impact of approximately $44,813.

Estimated	**2024 Grade F**
Salary	$44,928
FICA	$7,817
WRS (General)	$3,055
Life Insurance	$75
Health Insurance	$17,550
Dental Insurance	$1,043
TOTAL COMPENSATION	**$74,468**

Please note that if the City approves the grant award and chooses to not add this position, we would still have to add $29,253 to the 2024 budget. This is primarily due to a loss of a one-time in-kind match funding towards this grant. For the additional increase of $15,530 to the 2024 budget and adding this new position, we will drastically improve the day-to-day Conservation

Corps operations along with increasing the supervision of volunteer groups and Conservation Corps members.

JOB DESCRIPTION
City of Green Bay

Position Title:	Conservation Corps Field Assistant
Department:	Parks, Recreation & Forestry
Reports To:	Conservation Corps Coordinator
Status:	Non-Exempt
Salary Range:	Pay Grade F
Job Summary:	Responsible for supervising all AmeriCorps members serving on the Green Bay Conservation Corps at various jobsites throughout the City.
Essential Functions:	1. Work with Conservation Corps Coordinator to set daily tasks for City AmeriCorps members and various volunteer groups. 2. Supervise and direct AmeriCorps members and volunteer groups in the field. 3. Plan, organize, and implement community events to include volunteer days, days of service, and educational programming. 4. Maintain, improve, and create trail systems through grading, vegetation removal, and mowing. Remove flooding debris near river trails when necessary. 5. Assist in small construction projects such as building/replacing boardwalks. 6. Perform plant maintenance and installation work including grading, seeding, mowing, watering, weeding, mulching, and trimming. Plant trees, shrubs, flowers, and bulbs. 7. Treat invasive species by cutting, hand pulling, and/or herbicide applications. 8. Map various habitats, invasive species, and trail systems. Conduct vegetation and wildlife surveys. 9. Identify needs and methods for training AmeriCorps members and volunteers. 10. Operate City vehicles and equipment. 11. Perform routine cleaning and maintenance work on vehicles and equipment. 12. Attend meetings with stakeholders to develop and maintain community relationships and linkages to assure program success. 13. Maintain systems for data tracking and documentation for the AmeriCorps Grant. 14. Follow the comprehensive plan for recruiting AmeriCorps Members. 15. Work with philanthropic organizations to explore opportunities that establish and enhance the AmeriCorps program. 16. Follow all policies, procedures, and the philosophy that is set forth by the City of Green Bay Parks, Recreation, & Forestry Department. 17. Perform other duties as assigned.
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 work outdoors in all weather conditions. ▪ Display a positive attitude and passion for conservation. ▪ Ability to communicate effectively, both orally and in writing.

	▪ Ability to utilize a computer and the required software, such as Microsoft Office and GIS-related software. ▪ Ability to maintain effective working relationships with staff and the public.
Minimum Education and Experience	▪ High school diploma or equivalent; associate or bachelor's degree preferred but not required ▪ 1-3 years' experience in parks, environmental science, conservation, grant management or a related field. ▪ Valid driver's license and good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: o Lifting and carrying up to 30 pounds. o Frequent walking, standing, bending, and sitting. o Ability to focus for long period of time on projects. o Ability to reach, stoop and lift. o 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	PREPARED BY
June 13, 2023	

AGENDA ITEM # F.1

Update on Timeline for the Employee Compensation Market Assessment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Personnel Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 13, 2023	

AGENDA ITEM # F.2

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Action Report 6.13.23

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
June 13, 2023

Position	Department/Division	Name	Date
New Hire			
Seas. Engineering Aide	DPW	Madison Roach	5/22/2023
Mechanic	DPW	Joel Vandidestine	6/6/2023
Parking Enforcement Officer	DPW	Aaron Blade	5/22/2023
Seasonal Engineering Aide	DPW	Melody Siudzinski	5/24/2023
Transit Service Tech	Transit	Frank Barajas	5/23/2023
Transit Service Tech	Transit	LeRoy Schlorf	6/1/2023
Seasonal Engineering Aide	DPW	Keeshawn Katers	5/30/2023
Patrol Officer	PD	Kyle Kruppstadt	5/22/2023
Seasonal Conservation Corps Crew Member	PRF	Carolina Cortez	6/5/2023
Seasonal Conservation Corps Crew Member	PRF	Jacob Warpinski	6/5/2023
Seasonal Conservation Corps Crew Member	PRF	Karrina Depas	6/5/2023
Master Plumber	PRF	Gary Hockers	6/14/2023
Assistant Finance Director / Treasurer	Admin Svs	Linda Chosa	6/5/2023
Patrol Officer	PD	Tonya Brice	6/5/2023
Office Clerk	PD	Patty Patrick	6/12/2023
Reclassification			
Seas. Engineering Aide	DPW	Dylan Ferron	5/7/2023
Electrician	DPW	Kirk Drossart	6/4/2023
Electrician	DPW	Eric Vanlaanen	6/4/2023
Electrician	DPW	Peter Vissers	6/4/2023
Electrician	DPW	Kyle Scharenbroch	6/4/2023
Electrician	DPW	Travis Anklam	6/4/2023
Electrician	DPW	Tim Reed	6/4/2023
Electrician Foreperson	DPW	Jeremiah Bruley	6/4/2023
Economic Development Specialist	DCED	Matthew Buchanan	6/4/2023
Admin Assistant	DCED	Lisa Bergelin	6/4/2023
Civil Engineer II	PRF	Emmalee Browne	6/4/2023
Civil Engineer III	DPW	David Hansen	6/4/2023
Assistant City Engineer	DPW	Trista Hobbs	6/4/2023
Civil Engineer II	DPW	Kayla Wasielewski	6/4/2023
Development Support Specialist	DCED	Megan Hein	6/4/2023
Inspections Support Specialist	DCED	Edith Vazquez	6/4/2023
Inspections Support Specialist	DCED	Ali Hearley	6/4/2023
Assistant City Engineer	DPW	Matthew Woicek	6/4/2023
Promotion			
Patrol Officer Recruit	PD	Madison Voecks	5/22/2023
Patrol Officer Recruit	PD	Mason Saharsky	5/22/2023
Patrol Officer Recruit	PD	Omar Patino	5/22/2023
Patrol Officer Recruit	PD	James Elsinger	5/22/2023
Patrol Officer Recruit	PD	Robert Ganzel	5/22/2023
Patrol Officer Recruit	PD	Ryan Baumann	5/22/2023
Community Service Officer	PD	Alexis Mleziva	6/19/2023
Patrol Officer	PD	Zachary Cantie	6/5/2023
Specialist II	PD	Thomas Conley	6/9/2023

Grade/Step Change

Mechanic	DPW	Peter Falish	5/26/2023
Appraiser II	Admin Svs	Alex Drews	4/23/2023
Conservation Corp Coordinator	PRF	Maria Otto	3/19/2023
Park Ranger I	PRF	Austin Larsen	5/18/2023
Signs Worker Foreperson	DPW	Terry Wegener	6/8/2023
Park Ranger I	PRF	Austin Larsen	5/18/2023
Assistant City Attorney	Law	Lindsay Mather	5/29/2023
Building Services Coordinator	DCED	Lucas Leahy	6/7/2023
Assistant City Engineer	DPW	Matthew Woicek	6/4/2023
Public Records Specialist	PD	Jessica Stein	5/9/2023
Records Clerk	PD	Jen Swisher	5/2/2023
Sr. Accountant	Admin Svs	Kim Rivest	6/1/2023
Administrative Manager	PRF	Nina Robinette	6/1/2023
Account Clerk II	DPW	Paulette Cook	6/1/2023
Account Clerk III	DPW	Melinda Stacie	6/1/2023
Public Works Superintendent	DPW	David Wiesman	6/1/2023
Parking Maintenance Technician	DPW	Stephanie Falk	6/7/2023

End of Employment

Transit Dispatcher	Transit	Ashton James	5/25/2023
Operator I	DPW	Jake VandenHeuvel	5/31/2023
Patrol Officer	PD	Richard Neldner	5/17/2023
Transit Operator	Transit	Ahmednur Adan	5/25/2023
Conservation Corp Crew Member	PRF	Jared Gonzales	5/31/2023
Lieutenant	PD	Jena Luberda	7/7/2023
Transit Service Tech	Transit	Frank Barajas	5/23/2023

Longevity

Patrol Officer	PD	Kevin Delwiche	5/4/2023
Patrol Officer	PD	Nicholas Bloch	5/16/2023
Patrol Officer	PD	Ethan Plonke	5/4/2023
Patrol Officer	PD	Dimitrov Blogoy	5/4/2023
Patrol Officer	PD	Archie Dudley	5/16/2023
Patrol Officer	PD	Evan Rosenau	5/16/2023
Patrol Officer	PD	Amanda Meyer	5/16/2023
Patrol Officer	PD	Leah Whitman	5/4/2023
Advanced Patrol Officer	PD	Steven Meisner	5/13/2023
Advanced Patrol Officer	PD	Craig Brey	5/13/2023
Advanced Patrol Officer	PD	Matthew Dunn	5/28/2023