



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, OCTOBER 29, 2024, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

I. Approval of the Minutes from the October 8, 2024 Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.**
 - a. Housing Inspector
 - b. Operator I
 - c. Civil Engineer I / II
- 2. Request to add a Mental Health Nurse Practitioner position to the Police Department's table of organization, starting January 1, 2025.**
- 3. For consideration with possible action on the 2024 City of Green Bay and City of Green Bay Fire Fighters Local 141, International Association of Fire Fighters AFL-CIO 158 labor**

agreement.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: November 19, 2024

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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 29, 2024

PREPARED BY**AGENDA ITEM # E.I**

For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Housing Inspector
- b. Operator I
- c. Civil Engineer I / II

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- 1. Personnel Committee Request to Fill Memo
- 2. Housing Inspector - S Nelson-request to fill
- 3. Operator I - Robert Blake 11.15.24
- 4. Civil Engineer - OMalley

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: October 29, 2024

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2024 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Housing Inspector – Replacement position due to the retirement of Scott Nelson effective October 16, 2024. This position is budgeted at \$30.01 - \$35.30 per hour (Pay Grade H).
- Operator I – Replacement position due to the resignation of Robert Blake effective November 15, 2024. This position is budgeted at \$25.43 to \$29.06 per hour (Pay Grade F).
- Civil Engineer I – Replacement position due to the resignation of Kelly O'Malley effective November 1, 2024. This position is budgeted at \$73,445 to \$86,403 annually (Pay Grade J).

**Position Fill Request
Justification Report
October 17, 2024**

Position Title: Housing Inspector

- 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

Scott Nelson retired on October 16, 2024

- 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 H (\$30.01 – \$35.30/hour).

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

Housing Inspectors are responsible for the education and enforcement of municipal code to ensure the safety, health and welfare of the community. They follow up on complaints from the community regarding those issues. They are required to explain and interpret code provisions and zoning requirements to contractors, other City departments, and the general public.

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

Yes, their work results in permits being required and obtained. Housing Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspection time will be delayed by over 30%. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

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

By other Housing Inspectors.

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

The City would not be capable of providing efficient Housing and Zoning inspections which would put at risk the safety, health and welfare of the community. It will also reduce the level of customer service.

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

There are none. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

9. Are there union issues?

No.

10. Other supporting comments.

Filling this position is essential in maintaining the safety, health and welfare of the community.

**Position Fill Request
Justification Report
October 18, 2024**

Position Title: Operator I (Tractor)

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 due to the resignation of Robert Blake at the end of his regular shift on November 15, 2024.

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-Traffic Division operating budget. The current wage range is \$25.43 to \$29.06 per hour (Pay Grade F).

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

Tractor Operators perform a full range of duties including, but not limited to, removing snow, cutting grass, snow/ice control between winter storms, beam guard rail repair, pavement repair, pothole patching, and general labor assignments related to DPW core functions.

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

This position does not generate revenue for the City. The use of in-house labor and equipment reduces the need to contract out for those services.

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

Loss of a Tractor Operator position represents a reduction in DPW's ability to provide all Street Section services in a timely manner, notably wintertime snow removal and summertime grass cutting.

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

Duties of vacant positions are assigned to other Street Section employees as needed. When there is a lack of personnel, assignments are prioritized. If staffing is not available, then lower priority assignments are either postponed or not completed.

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

DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service to residents. DPW's biggest concern is keeping up with grass cutting, yard waste collection, and snow removal duties.

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

DPW must 1) provide proper maintenance, care, and safety of City infrastructure, and 2) comply with City ordinance regarding care of grassy areas. The frequency of grass cutting cannot be reduced during the growing season, as DPW-maintained grass is already allowed to grow to the maximum height allowed by ordinance before cutting. One alternative would

be working overtime to maintain the required service, or outsourcing of services. But continued overtime can lead to employee burnout and lower morale. Another alternative would be to reduce City services like 1) increasing the snowfall amount before plowing from 2 inches to 3 inches, and 2) eliminating the curbside yard waste collection program.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
October 24, 2024**

Position Title: Civil Engineer – Utility Section

- 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 is vacant as a result of Kelly O'Malley's resignation effective November 1, 2024.

- 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.**

The position is included in the current budget. The position is currently funded 50% by the Sanitary Sewer Utility and 50% by the Storm Water Utility budgets; however, in the 2025 budget it is proposed to be funded 25% Sanitary Sewer Utility funded and 75% Storm Water Utility funded. Salary range: Civil Engineer I - \$73,445-\$86,403; Civil Engineer II - \$78,957-\$92,893.

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

This position provides project management, design, and planning for Utility Division projects, in particular stormwater related projects. This position conducts site plan and storm water management plan review, as well as responds to storm water drainage issues. This is a critical position within the Utility Division to ensure projects are completed to comply with WDNR's stormwater permit requirements and to implement required plans.

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

The position generally does not generate revenue and reduce expenses. However, the City does have a fee associated with stormwater management plan reviews conducted by this position.

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

This vacancy is one of two Utility Engineer positions within the City. It is a critical position for both compliance with the City's MS4 permit and to review submittals associated with development and redevelopment within the City. Current staff are unable to absorb any more duties with all of the projects and activities that are required to maintain compliance with the stormwater and sanitary sewer permits.

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

Currently, the duties are being done by the incumbent of this position. The Utility Manager and others will have to cover the work until the position can be filled. Overall some projects may not receive the same level of attention or timeliness until this position is filled.

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

Site plan and storm water management plan reviews may not be completed in a timely manner. More work would need to be contracted out. The City would be unable to take on new projects necessary to achieve permit goals and comply with regulations.

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

The alternate method of accomplishing the work would be to hire outside consultants to supplement our engineering staff. The cost associated with this alternative would be approximately 15-25% of the value of the construction for each project the outside consultant works on. These additional costs were not anticipated either through the development of the 2025 budget nor the 2025 Capital Improvement Program. Furthermore, it is difficult for a consultant to fill this role since they would be reviewing the work of other consultants, which can result in positive or negative biases on behalf of the City.

9. Are there union issues?

No

10. Other supporting comments.

None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 29, 2024

PREPARED BY

AGENDA ITEM # E.2

Request to add a Mental Health Nurse Practitioner position to the Police Department's table of organization, starting January 1, 2025.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Psychiatric Mental Health Nurse Practitioner - Request to Fill - Final
2. Health and Wellness PMHNP Job Description - Final
3. Fiscal Impact Spreadsheet - Health and Wellness PMHNP



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Melanie Falk, Human Resources Manager

Re: Request to add a Psychiatric Mental Health Nurse Practitioner to the Police Department Table of Organization and Request to Fill the Position

Date: October 28, 2024

RECOMMENDATION:

The Police Department is requesting that a Psychiatric Mental Health Nurse Practitioner, pay grade R (\$125,882 - \$148,075) be added to the department's Table of Organization, and it is requested that the department receive authorization to fill the new position. The Police Department was recently awarded a \$200,000 USD0J-COPS grant to fund this position and cover expenses for 2025. On October 15, 2024, the City Council accepted this grant.

The Mental Health Nurse Practitioner position and the job responsibilities were reviewed by the City's consultant, Cottingham and Butler for placement in the salary plan.

BACKGROUND:

On September 30, 2024, the Police Department was awarded a \$200,000 grant to hire a non-sworn Psychiatric Mental Health Nurse Practitioner. This grant will be used to cover the salary and benefits for this position in 2025, and the department will absorb the funding cost (approximately \$205,000) for 2026, the second year of this limited term project.

Currently, the Police Department contracts with a mental health provider for psychiatric and wellness services for its officers. However, due to the high utilization and the need to broaden the wellness and psychiatric support of the officers, the Police Department applied for this grant.

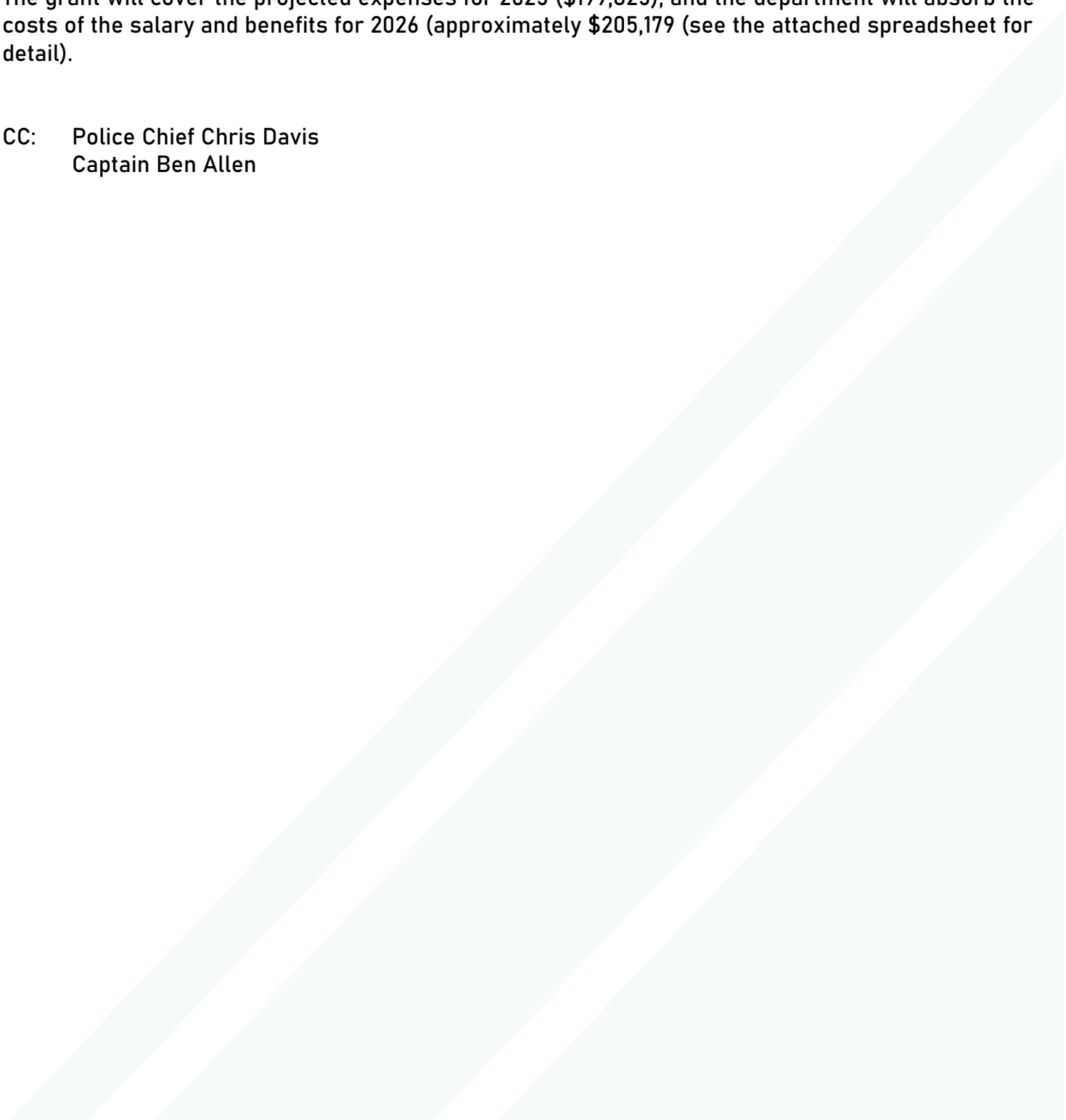
The Psychiatric Mental Health Nurse Practitioner will be responsible for supporting employee occupational wellness and advancing the officers' health and safety by providing dedicated accessibility to health and wellness services and providing support during critical incidents. In addition to the critical incident intervention, the Chief has expressed the importance of implementing annual mental health wellness check-ins for all officers, which will be conducted by the new Mental

Health Nurse Practitioner. This is due to the extremely high-stress environment and increased exposure to traumatic events that an officer may experience 2-3 times per shift. This position will also be responsible for evaluating, diagnosing and treating psychiatric illnesses or acute needs; presenting training to staff relative to wellness; and coordinating referrals to primary care, chiropractic services or physical therapy.

FISCAL IMPACT:

The grant will cover the projected expenses for 2025 (\$199,825), and the department will absorb the costs of the salary and benefits for 2026 (approximately \$205,179 (see the attached spreadsheet for detail)).

CC: Police Chief Chris Davis
Captain Ben Allen

Three broad, diagonal stripes in light blue, light green, and light blue extend from the bottom left towards the top right of the page, creating a modern, abstract background design.



JOB DESCRIPTION

City of Green Bay

Position Title	Psychiatric Mental Health Nurse Practitioner
Department	Police
Reports To	Community Services Division
Position Status	Non-Exempt
Salary Range	Grade R
Job Summary	The Psychiatric Mental Health Nurse Practitioner PMHNP will support the department by promoting, assessing, and optimizing the holistic health of the workforce and workplace. This position will consist of administrative, clinical, and academic responsibilities. The primary focus of this position is to support employees' occupational wellness and advance the workforce's health and safety. This position will work directly with sworn and professional staff employees, other healthcare providers, Human Resources, and legal counsel. Serves as a subject matter expert regarding mental health and wellness issues.
Essential Functions	1) Provides individual, family, and group psychotherapy. 2) Evaluates, diagnoses, and treats psychiatric problems, illnesses, and acute needs. 3) Psychopharmacologic initiation, management, and education. 4) Coordinates and integrates multidisciplinary services. i.e., referral to primary care, chiropractic services, physical therapy, etc. 5) Presents training and education for sworn and professional staff relative to wellness as assigned. 6) Coordinates efforts with the sworn and professional staff wellness team. 7) Manages and updates operational procedures for the peer support team. 8) Establishes CISD procedure, to include organizing and facilitating debriefings and defusing. 9) Promotes wellness-orientated self-care and delivers wellness information to the department through various communication methods. 10) Performs appropriate screening assessments to include mandatory Wellness Checks. 11) Completes the annual wellness program audit and summary. 12) Participates in departmental improvement initiatives assigned to promote a proactive approach, including specialty communication training and education, Advanced Academy Curriculum, Leadership Development, and community initiatives. 13) Researches, analyzes, and implements new techniques for trauma treatment. 14) Performs other duties as assigned.

<i>Knowledge, Skills, and Abilities</i>	▪ Considerable knowledge of psychiatric conditions and treatments. ▪ Considerable knowledge and proficiency in administering various medications and treatment protocols. ▪ Considerable knowledge of the principles, methods, priorities, and techniques of police work. ▪ Established knowledge of law enforcement policy and procedure. ▪ Established knowledge of laws and ordinances, including federal, state, and local. ▪ Ability to deliver high-quality, culturally competent care. ▪ Ability to communicate effectively, both verbally and in writing. ▪ Ability to work independently and as part of a team. ▪ Ability to commit to ongoing professional development. ▪ Ability to utilize a computer and the required software. ▪ Ability to establish and maintain effective working relationships with the staff and the general public. ▪ Ability to work the required hours of the position.
<i>Required Education and Experience</i>	▪ Master of Science degree in Nursing with an emphasis in mental health. ▪ Active license as an Advanced Practice Nurse Prescriber (APNP) in the state of Wisconsin. ▪ Board certification from the American Nurses Association Credentialing Center (ANCC) as a Psychiatric and Mental Health Nurse Practitioner (Across the Lifespan). ▪ Active Drug Enforcement Administration (DEA) license ▪ Practicing Certification specific to the treatment of trauma. (i.e. EMDR) ▪ 5 years of work experience providing first responders with mental health services and support. ▪ Valid driver's license and good driving record. ▪ Must have an acceptable personal and professional history as determined by successfully completing a background investigation.
Physical Requirements	Ability to perform the following activities: ▪ Lifting and carrying up to 50 pounds. ▪ Frequent standing, walking, sitting, and bending. ▪ Ability to work in varied environmental conditions. ▪ Ability to reach and climb.
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 (please print) _____ Date _____ Employee Signature	

3.00%

Hourly Rates	2025	2026	
1 Employee		\$0.00	
	\$71.19		
		\$73.33	

Afternoon Diff \$0.00

Night Diff \$0.00

2025

Base Salary	\$148,075.20	FICA 6.2%	\$9,180.66
Holiday	\$0.00	Medicare 1.45%	\$2,147.09
Shift Diff	\$0.00	Gen Liab 3.00%	\$4,442.26
	<u>\$148,075.20</u>	Work Comp 2.98%	\$4,412.64
		WRS 6.90%	\$10,217.19
		Health	\$19,650.00
		Life	\$100.00
		Dental	<u>\$1,600.00</u>
			\$51,749.84
TOTAL	\$199,825.04		

2026

Base Salary	\$152,517.46	FICA 6.2%	\$9,456.08
Holiday	\$0.00	Medicare 1.45%	\$2,211.50
Shift Diff	\$0.00	Gen Liab 3.00%	\$4,575.52
	<u>\$152,517.46</u>	Work Comp 2.98%	\$4,545.02
		WRS 6.90%	\$10,523.70
		Health	\$19,650.00
		Life	\$100.00
		Dental	<u>\$1,600.00</u>
			\$52,661.83
TOTAL	\$205,179.29		

Base Salary	\$0.00	FICA 6.2%	\$0.00
Holiday	\$0.00	Medicare 1.45%	\$0.00
Shift Diff	\$0.00	Gen Liab 3.00%	\$0.00
	<u>\$0.00</u>	Work Comp 2.98%	\$0.00
		WRS 6.90%	\$0.00
		Health	\$0.00
		Life	\$0.00
		Dental	<u>\$0.00</u>
			\$0.00
TOTAL	\$0.00		

Year 1	\$199,825.04
Year 2	\$205,179.29
Year 3	\$0.00
TOTAL	\$405,004.33

Funding Breakdown

Federal	\$200,000
Applicant	\$0
Total	\$200,000

Requesting 1 Employee: Total cost is: \$405,004.33

The of Green Bay will absorb the additional costs of \$205,004.33

Cost requested from COPS LEMHWA grant: \$200,000



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 29, 2024

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on the 2024 City of Green Bay and City of Green Bay Fire Fighters Local 141, International Association of Fire Fighters AFL-CIO 158 labor agreement.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 29, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 10.29.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
October 29, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Building Inspector	CED	Logan Krueger	10/7/2024
Mechanic	Transit	Thomas Wichgers	10/14/2024
Transit Operator	Transit	Tyler King	10/28/2024
Community Corps Assistant	PRF	Meghan Beauchamp	12/2/2024
<u>Promotion</u>			
Lieutenant	Fire	Chadwick Wolf	10/4/2024
Engineer	Fire	Ryan Hintz	10/4/2024
Firefighter	Fire	Brett Schroeder	10/4/2024
Captain	Fire	Quincy Koltz	10/4/2024
Engineering Technician	DPW	Kyle Vanderloop	10/21/2024
<u>Grade/Step Change</u>			
Engineering Technician	DPW	William Tomchek	9/28/2024
Mechanic Foreperson	Fire	Mark Retzlaff	10/11/2024
Operator II	DPW	Shannon Schornack	10/15/2024
Account Clerk III	DPW	Paulette Cook	6/2/2024
Time Clerk	DPW	Cindy Tappy	6/2/2024
Park Maintenance Foreperson	PRF	Ryan Remondini	10/9/2024
Park Planner	PRF	Kaurie Mihm	10/1/2024
Resiliency Coordinator	DPW	Melissa Schmitz	10/14/2024
<u>End of Employment</u>			
Patrol Officer	PD	Timothy Fuerst II	10/28/2024
Violence Interrupter	CED	Tyesha Jackson	10/8/2024
Conservation Corps Crew Member	PRF	Ciara Urbanek	10/4/2024
Housing Inspector	CED	Scott Nelson	10/17/2024