



AGENDA OF THE EQUAL RIGHTS COMMISSION

THURSDAY, DECEMBER 12, 2024, 5:30 PM

City Hall, Room 604 - The Harry Maier Room.

Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us06web.zoom.us/j/87139363656?pwd=MHRlU1VyY3dmd2x6eHhsN0x3Ry9yZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 871 3936 3656

Passcode: 182212

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.

1. Approval of the Thursday, December 12, 2024 Equal Rights Commission meeting agenda.

D. Approval of Minutes.

1. Approval of the October 10th, 2024, Equal Rights Commission meeting minutes.

E. Regular Business.

1. INFORMATION ONLY - Presentation from Short-Term Rental Inspector - Mike Boutott.
2. INFORMATION ONLY - Short-term rental regulations explained - Assistant City Attorney - Logan Wood.
3. For consideration with possible action on the current housing situation in Green Bay.
4. For consideration with possible action to revise Section 12-11 Equal Rights Commission of the City's Chapter 12, Civil Rights Ordinance. Link:
https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH12CIRI_S12-

11EQRICO

5. For consideration with possible action on the City of Green Bay's Annual Report (to the ERC) regarding activities and accomplishments with respect to diversity and equal opportunity in City employment.

F. Informational.

1. Chair update.

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 Equal Right Commission 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
Equal Rights Commission
of the City of Green Bay

MEETING DATE

December 12, 2024

PREPARED BY

AGENDA ITEM # E.I

INFORMATION ONLY - Presentation from Short-Term Rental Inspector - Mike Boutott.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. STRP Presentation Neighborhood Meetings

SHORT TERM RENTALS - STR





AGENDA

STRP - PROCESS

STR - FACTS

QUESTIONS



STRP – PROCESS

STRP PROCESS VIDEO

THINGS TO KNOW/HAVE FOR STRP APPLICATION

1. Local representative – 30 minutes from STR
2. Room Tax Permit Registration – City Hall Finance
3. BC Health Inspection/GB Safety Inspection
4. Lease agreement
5. Permission from landlord/owner
if you are a renter
6. Proof of homeowner's insurance
7. Pay permit fees online or by check
8. Will send out an email with links and directions upon request



STR's facts:

- Approximately 395 licensed STR's in Green Bay
- Potential STR's operating w/out a license
- New software that scrubs advertising sites for GB homes
- 1st STR in Green Bay dates back to 2010
- Number of STR's will go up as draft nears
- As of now there are no plans to offer any discount for draft only STR
- As of now there are no plans to change the STR ordinances
- BC HI and STRP's must be renewed annually
- STR fees - \$500 initial permit, \$250 renewal permit
- STRP run from July 1 to following June 30th.
- No onsite advertising of STR besides city required placard

POLICE CALLS, ISSUES AND STR'S

2023 police calls - property crimes at STR's

- 2 attempted auto thefts (Both vehicles parked in road)
- Bicycle theft
- Theft from a vehicle (Parked in road)

2023 police calls

- Numbers are unknown as all calls are not registered.

2024 police calls - property crimes at STR's

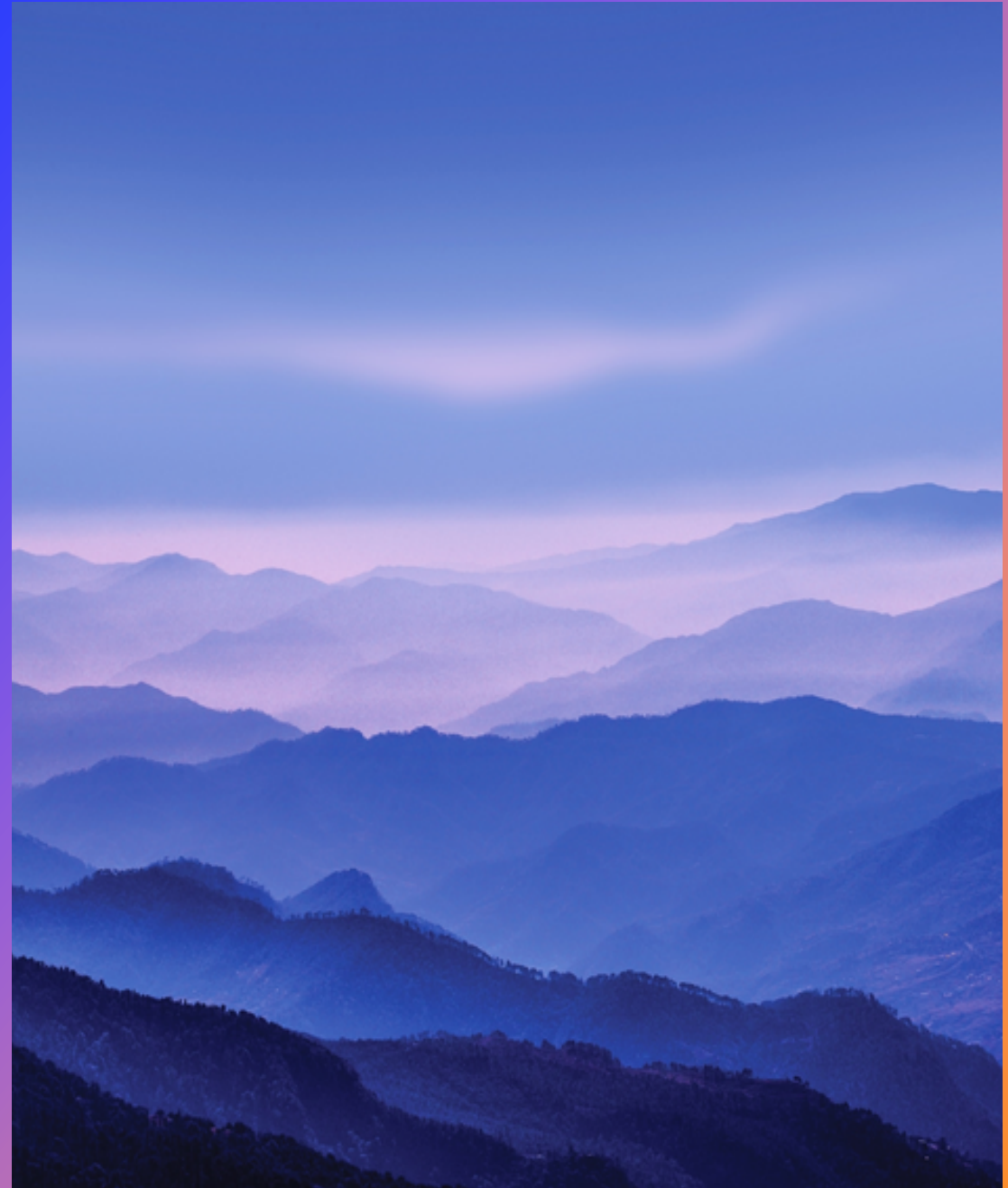
- None

2024 police calls

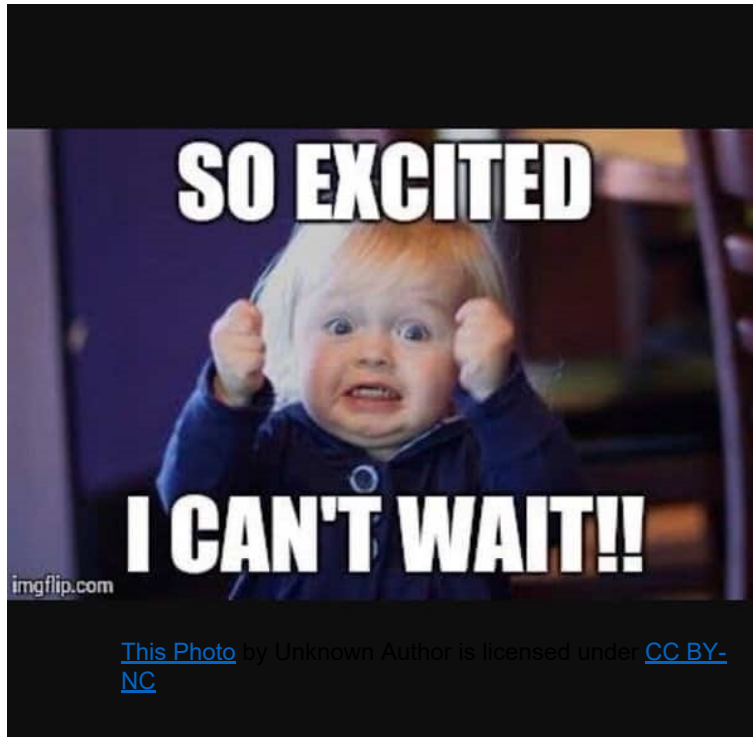
- Numbers are unknown as all calls are not registered.
- Working on a new system for documenting calls

PLACARDS

- Placards displayed to street right of way is a city ordinance
- Contact person must be current
- Way to handle issues with contact/owner before escalating
- Crime rates are not higher which suggests the STR's are not targeted (Per GB Police)
- STR's are a business



1. Draft
2. How Complaints are Handled
3. Working on a new city web site page dedicated to STR's
4. New videos and tutorials coming soon
5. Anything else



Q&A SESSION



THANK YOU

Mike Boutott

920-448-3397

Mike.Boutott@greenbaywi.gov

www.greenbaywi.gov



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

December 12, 2024

PREPARED BY

AGENDA ITEM # E.2

INFORMATION ONLY - Short-term rental regulations explained - Assistant City Attorney - Logan Wood.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

December 12, 2024

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on the current housing situation in Green Bay.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

December 12, 2024

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action to revise Section 12-11 Equal Rights Commission of the City's Chapter 12, Civil Rights Ordinance. Link:
https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH12CIRI_S12-11EQRICO

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Sec._12_11.____Equal_Rights_Commission.12.06.24

Sec. 12-11. Equal Rights Commission.

- (a) *Members.* The Equal Rights Commission shall consist of nine residents of the City, appointed from a diverse and representative cross-section of the community, inclusive of traditionally underrepresented groups, who shall be members only so long as they shall reside in the City. The membership of the Commission shall include one Alder.
- (b) *Appointment.* Members of the Commission shall be appointed by the Mayor, subject to confirmation by the Council. The Alder shall be elected for a term of two years, and all other members of the Commission shall be appointed for a term of three years, except that three members initially appointed shall be appointed for a term of two years, and two members initially appointed shall be appointed for a term of one year. Each member shall hold office until a successor is appointed and confirmed. A vacancy occurring other than by expiration of the member's term shall be filled by appointment of the Mayor and confirmation by the Council for the unexpired portion of the term.
- (c) *Officers.* A chair and vice chair shall be elected from the membership of the Commission at the first regular meeting of each calendar year by a majority of the members of the Commission.
- (d) *Powers and duties.*
 - (1) The Commission shall meet not less than four times annually for monitoring the employment, contracting, and program activities of the City, and prepare and provide timely reports to the Mayor and Council on efforts to promote equal rights, equal opportunities, positive community relations, and to eliminate discrimination and inequities in City government and the City.
 - (2) Reporting.
 - a. *Departments.* The Human Resources Department, with the cooperation of all departments, shall regularly provide the Commission with information of efforts and activities undertaken across City government to achieve the leadership objectives described in sections 12-1 and 12-2, Green Bay Municipal Code. This information shall from time to time identify programs and activities conducted by the City to promote equal rights and equal opportunity, as well as goals, challenges, and strategies for the future. The Human Resources Department shall provide the Commission with information about activities and accomplishments with respect to diversity and equal employment opportunity in City employment. Upon request of the Commission, other City departments, agencies, and units shall report to the Commission orally, in writing, or both, at the pleasure of the Commission.
 - b. *Mayor and Common Council.* The Commission shall provide a written communication to the Mayor and the Common Council, not less than annually, summarizing the activities of the Commission and the progress of the City in meeting the leadership objectives specified in this chapter. This communication shall further include an examination of those conditions in the City at large which contribute to or detract from equal rights and an environment free from discrimination. The communication shall provide recommendations for furthering the purposes and objectives identified in this chapter.
 - (3) The Commission may, at its discretion, engage with employers, housing providers, community organizations, and other stakeholders to create positive working relationships focused on providing equal opportunities throughout the City and raising awareness of important equity issues.

(Ord. No. 25-20, § 1, 10-20-2020)



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

December 12, 2024

PREPARED BY

AGENDA ITEM # E.5

For consideration with possible action on the City of Green Bay's Annual Report (to the ERC) regarding activities and accomplishments with respect to diversity and equal opportunity in City employment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. HR Annual Report to the ERC_12-06-24



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: Equal Rights Commission

From: Joseph Faulds, Chief of Operations
Andrea Fox, Workplace Culture Specialist

Re: Human Resources Report

Date: December 06, 2024

Per the City of Green Bay Municipal Code 12-11(2)a, the Human Resources Department shall provide the Commission with information about the activities and accomplishments regarding diversity and equal employment opportunity in City Employment.

I. Diversity and Inclusion Activities and Opportunities

This was the first full year with the Workplace Culture Specialist in Human Resources. The Workplace Culture Specialist spent time with different departments to build trust and learn the strengths and opportunities for growth for departments and employees. The diversity and inclusion initiatives intentionally began creating a work environment that supports recruiting and retaining a diverse workforce and collecting more data to support informed decision-making in the future. Some of the initiatives from the past year included:

- On January 15th, the City's Conservation Corp hosted a Martin Luther King Jr. Day event that included a volunteer service project, keynote speaker, and social hour in honor of the national day of service.
 - In March, the City updated its holiday schedule to include Martin Luther King Jr. Day so that employees can participate in community events and service projects. The schedule also changed Christmas Eve and New Year's Eve from half-day to full-day holidays to promote a positive work-life balance for our current and future employees.
- In late February, the Workplace Culture Specialist posted (920) 202-SAFE Campaign signs in four different languages in the first-floor restrooms of City Hall, the fourth-floor breakroom at City Hall, and the restrooms at the Wildlife Sanctuary to inform employees and residents about domestic violence and what to do if they (or someone they know) are experiencing it.
- In February, March, April, and May, the City's Pride Employee Resource Group (ERG) partnered with UW-Green Bay's Pride ERG for a book read and discussion. The book discussed was *He/She/They* by Schuyler Bailar. The book covered topics regarding gender identity, including the importance of using correct pronouns, transgender inclusion in sports, and how transgender healthcare can save lives. All City employees were invited to participate in the book discussion.

- For April, the Workplace Culture Specialist brought the YWCA Racial Justice Challenge to the City of Green Bay employees. Starting on April 1st, the YWCA provided written articles, videos, and spoken materials for people to choose from. By setting aside five minutes each day in April, employees could learn about racial disparities, foster personal reflection, and encourage social responsibility toward dismantling racism and other forms of discrimination.
- On May 15th, the Military, Veterans, and Supporters ERG supported the Department of Veterans Affairs (VA) 14th Annual 2k Walk and Roll, an inclusive two-kilometer walking (or utilizing assistive equipment such as a wheelchair) event held nationally that supports homeless veterans. All City employees were invited to participate in the VA's 2k event.
- On June 3rd, the City's Pride ERG planned an LGBTQ+ resource fair during the Mayor's Pride Flag Raising ceremony. Over 30 LGBTQ-friendly resources and food trucks from the community attended the fair, which attracted over 100 community members and news reporters.
- In July, City staff and a Common Council member began discussing and researching the possibility of purchasing and operating Public Health Vending Machines for the City of Green Bay. More research on grant funding will need to be done before any next steps can be taken. The vending machines supply public health items and collect specific yet anonymous data from the people who use them (e.g., zip code of residence, has the person ever experienced domestic violence, has the person ever experienced homelessness, etc.).
- In June, July, August, and September, the City offered employees fresh produce, eggs, and bread at a discounted rate. This opportunity allowed employees access to convenient, affordable, and nutrient-dense food delivered to their workplace while supporting local farmers and bakeries. This program promotes health equity among our employees. Employees were pleased with this program, and we have already been told to expect more participation next year.
- September 30th through October 6th was National Week Without Driving. The Workplace Culture Specialist worked with Community and Economic Development, Transit, and the City's Wellness Administrator staff to inform our employees about the barriers nondrivers face and explore ways to enhance accessibility in our community. The Workplace Culture Specialist created a Bingo card encouraging employees to use public transportation, ride a bike or scooter, or walk for a week instead of driving. The Bingo card also urges employees to research the experiences of nondrivers in Wisconsin. All employees who completed a line of squares on their Bingo card received points toward the City's Health 1265 program, and they had their names entered into a drawing to win one of five prizes. Next year, staff members will work together to bring this program to residents of Green Bay.
- Creating rapport with community organizations and residents is essential to increase visibility and understanding of the community's needs. The Workplace Culture Specialist continues to be a member of external groups, including the NEW Veterans Treatment Court, the Green Bay Chamber, the Schreiber Institute for Women's Leadership at UW-Green Bay, and the YWCA. The Workplace Culture Specialist continues to make additional connections with community organizations, including Wello, COMSA, UWGB Pride Center, UWGB Pride ERG, Casa Alba Melanie, We All Rise, and others.

Recruitment and Retention Efforts

- The City has been exploring methods to increase apprenticeships, internships, and on-the-job training options. These alternatives to regular job postings are an effective strategy for hiring and retaining diverse individuals. The Public Works Department (DPW) offered its first Mechanic Apprentices position this past year. The apprentice was a student from Northeast Wisconsin Technical College (NWTC). The City provided hourly pay for the student, and DPW worked around the student's school schedule so they could graduate from their program. The student graduated in May 2024 and is now a full-time Mechanic at DPW. NWTC was extremely happy with our program, and they came to the DPW garage on the west side of Green Bay to interview the employee, their supervisor, and the City's Human Resources manager. NWTC published the video interview and a story on their website and social media channels in August 2024. The City continues to build on our relationship with NWTC and UW-Green Bay to create a pipeline of diverse employees.
 - Other on-the-job training opportunities Human Resources is looking into and applying for:
 - Department of Defense (DoD) SkillBridge program – Extends an opportunity for service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service.
 - The first position posted in the DoD's SkillBridge database will be a bus driver for Green Bay Metro. After the first job is posted, HR will continue to work on creating more job postings for the program.
 - Army PaYS Program—The Partnership for Your Success (PaYS) Program is a strategic partnership between the U.S. Army, external business partners, and public sector agencies to provide U.S. soldiers with an interview and possible employment after the Army.
- City staff have attended job fairs at UW-Milwaukee, UW-Platteville, UW-Madison, NWTC, FVTC (Fox Valley Technical College), Northern Michigan University, and University of Minnesota-Twin Cities. They also attended the Find Your Inspiration event (geared towards Middle School-aged kids) at the Resch Expo Center on November 6th.
- The Human Resources department began offering exit surveys with more response options. Employees who voluntarily resign or retire are emailed a link and a PDF copy of the exit survey. They are told to review it and let the Workplace Culture Specialist know how they want to complete it. They can complete the survey online, by hand, or in person with the Workplace Culture Specialist. The exit surveys aim to better understand employee experiences, improve recruitment and retention, foster a positive workplace culture, and identify systemic issues.
- In March, the Workplace Culture Specialist began offering stay interviews. Employees hired 90 days prior were emailed and told to set up a meeting with the Workplace Culture Specialist to schedule the interview. The stay interview aims to determine what made the employee want to work at the City, what they enjoy about their role, what they find most challenging about their job, and how good communication is with their supervisor and coworkers. These questions are somewhat like exit interviews, except it is often too late to retain employees during the exit interview.

The second part of the stay interview is the Individualized Stay Plan. After the Workplace Culture Specialist concludes the stay interview questions, they work with the new employee to complete the Individualized Stay Plan. The Stay Plan establishes the new employees' goals and addresses any questions or areas of improvement. Having these conversations with employees fosters a culture of open communication.

- The stay interview results showed inconsistencies with employee onboarding experiences, and some departments were more prepared than others to welcome new employees. Setting a good first impression with new hires is vital to ensure the City is ready to recruit and retain a diverse workforce. Because of this, the Workplace Culture Specialist teamed up with a new employee to create an improved New Employee Packet for supervisors. The packet includes a checklist of tasks to be completed before the new hire begins (and consists of a general timeline and who the supervisor should contact for each task), a First Day Checklist, and email templates that make the IT requests more efficient and to give the new employee a heads-up on what to expect their first day (from parking, lunch, and what to bring with them).

Diversity and Inclusion Training Offered to Employees

- KultureCity – In August, the Wildlife Sanctuary and Workplace Culture Specialist partnered with KultureCity to train their staff on sensory accessibility and acceptance for those with invisible disabilities. The Wildlife Sanctuary is installing KultureCity signage and creating a service where visitors can check out sensory tools such as headphones, fidget tools, and weighted lap pads to assist people with sensory needs.
 - The Workplace Culture Specialist will offer the same training at City Hall and other worksites so that all City employees can become more familiar with meeting the sensory needs of community members and coworkers.
- Cities and Villages Mutual Insurance Company (CVMIC) led four ADA Accommodations in the Workplace training sessions on August 14th. The training sessions were held in person at City Hall. Approximately 60 employees attended the training and learned how to work with the City's Human Resources Department to establish workplace accommodations for employees.

2024 Human Rights Campaign Municipal Equality Index

For the first time, the City of Green Bay received a perfect 100 on the 2024 Municipal Equality Index (MEI) scorecard, a vast improvement from its score of 28 in 2018. The City achieved this by creating an LGBTQ+ Employee Resource Group (Pride ERG) and hosting an LGBTQ+ Resource Fair during the Pride Flag Raising Ceremony on June 3rd in front of City Hall. These initiatives moved the City's score from 96 in 2023 to 100 in 2024. To maintain the perfect score, the City must continue supporting LGBTQ+ members within the community and the workplace.

Opportunities for Improvement

- Building accessibility – There is a need to continue to make City Hall and other worksites more accessible for the general public and employees. Restrooms and doors can be inexpensive places to start making improvements. Changing the heights of toilets, grab bars, sinks, soap dispensers, and paper dispensers, where needed, will make a discernable impact on employees and community members, along with ensuring the weight of doors is appropriately adjusted in the self-closing mechanisms. Earlier this year, the Workplace Culture Specialist worked with the Clerk and Park Superintendent to conduct an ADA (Americans with Disabilities Act) Standards for Accessible Design inventory on the first-floor accessible restroom. Numerous issues were addressed to ensure the restroom is accessible for everyone. This can be done throughout City Hall and other work locations (Parks Shop, DPW, etc.) to ensure all public and employee spaces are accessible.
- Stay interviews — Supervisors can conduct stay interviews (as opposed to the Workplace Culture Specialist) yearly to support their employees' annual reviews. Supervisors can meet

formally twice yearly instead of only meeting with their staff once a year for reviews. The stay interviews allow the employees to give their supervisors feedback instead of just one-way communication between supervisors and employees. Having supervisors conduct stay interviews will help create a work environment that cultivates open and honest communication, and any necessary changes can be made faster and more efficiently.

- Another key finding during the stay interviews was that new employees want more feedback (positive and negative). Stay interviews are another tool for supervisors to learn what feedback method their employees prefer and ensure they have a consistent meeting schedule to check in with them.
- The Workplace Culture Specialist will be available to help supervisors implement the Stay Interviews and Individualized Stay Plans for their departments.
- There is still an opportunity to increase racial/ethnic and gender diversity among City employees. While it is not an immediate goal to have employee demographics match those of the community we serve, it should be used as a marker of progress. Instead of rushing to reach this goal, we should ensure we are ready to welcome and retain employees of diverse backgrounds.

Current City of Green Bay Population and Employee Data through November 2024:

City of Green Bay Demographic Comparison				
	2021 FT Employees	2023 FT Employees	2024 FT Employees*	Residents**
Total People	914	914	919	105,744
Female	23%	21%	21%	50%
Black or African American	1%	1%	<1%	4%
American Indian and Alaska Native	<1%	1%	<1%	3%
Asian	<1%	1%	2%	4%
Native Hawaiian/Other Pacific Islander	unknown	unknown	unknown	unknown
Hispanic or Latino	2%	2%	3%	17%
White, not Hispanic or Latino	94%	95%	93%	66%
Other	<1%	<1%	<1%	unknown
* 2024 FT Employee data is taken from the 3rd quarter statistics (as of November 2024). **Percentage of residents is from the U.S. Census Bureau, where community members can report more than one race or ethnicity, so totals will not add up to 100%.				

- To help reach the long-term goal of having a more representative employee population of the City's demographics, Human Resources has been comparing the demographics of applicant data to those of the individuals hired for open positions. Once the hiring demographics match those of the applicants, HR can focus more on recruiting diverse candidates, moving us closer to having a more representative employee population for the City of Green Bay.

City of Green Bay Applicants V. New Hires (Jan. - Nov. 2024)		
	2024 Full-Time Applicants	2024 New Full-Time Hires
Total People	3,788	90
Female	41%	30%
Black or African American	6%	4%
American Indian and Alaska Native	3%	0%
Asian	6%	4%
Native Hawaiian/Other Pacific Islander	1%	0%
Hispanic or Latino	8%	7%
White alone, not Hispanic or Latino	73%	83%
Prefer not to answer	4%	1%
Military Veteran	10%	unknown
40 years of age and older	29%	19%
*Percentages are rounded to the nearest whole number, so totals may not add up to 100%.		

The City of Green Bay's commitment to diversity, equity, and inclusion (DEI) in its workplace and community continues to evolve through meaningful initiatives and strategic efforts. Implementing programs such as stay interviews, Employee Resource Groups (ERGs), and collaborations with community organizations highlights significant progress in fostering a culture of belonging and equity for all employees.

Despite these achievements, the data reveals opportunities for growth, including improving workplace accessibility, expanding recruitment efforts to better reflect the City's demographic diversity, and enhancing supervisor engagement through tools like stay interviews and individualized feedback plans. Addressing these areas will be crucial for building on current successes and sustaining progress in DEI initiatives.

As the City moves forward, the focus should remain on actionable strategies that attract a diverse workforce and ensure their retention and well-being. Through continued collaboration, innovation, and accountability, the City of Green Bay can establish itself as a model for diversity and inclusion in municipal government, fostering a workplace and community that truly represents and serves all its residents.



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

December 12, 2024

PREPARED BY

AGENDA ITEM # F.I

Chair update.

BACKGROUND

Chair update.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None