



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MARCH 10, 2026, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/89810743735?pwd=FC59FwJJTSUyEpktbhjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

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

B. Roll Call.

1. Members: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

C. Approval of the Agenda.

1. Approval of the agenda for the Tuesday, March 10, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

1. Approval of the minutes from the February 24, 2026 meeting.

E. Regular Business.

1. For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 6 regarding authorization to offer moving expenses to candidates.
2. For consideration with possible action on the recommendation to enter into a Benefits Partnership with USI Insurance Services.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: Tuesday, April 14, 2026

G. Adjournment.

1. Adjournment of the Tuesday, March 10, 2026, meeting of the Personnel Committee.

- 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

March 10, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the February 24, 2026 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 02.24.2026



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 24, 2026, 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/89810743735?pwd=FC59FwJJTSUyEpkthjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

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

B. ROLL CALL.

- I. Members: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

Present: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, February 24, 2026, meeting of the Personnel Committee.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the January 27, 2026, meeting.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

E. REGULAR BUSINESS.

1. For consideration with possible action to reclassify the vacant Office Manager position in the Police Department to a Records Manager position and approval to fill the position and all subsequent vacancies resulting from internal transfers.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

F. INFORMATIONAL.

1. Report of Routine Personnel Actions

2. Next Meeting: March 10, 2026

G. ADJOURNMENT.

1. Adjournment of the Tuesday, February 24, 2026, meeting of the Personnel Committee.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to adjourn.

Motion Passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 10, 2026

PREPARED BY

Brian Rollefson, Human Resources Director

AGENDA ITEM # E.1

For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 6 regarding authorization to offer moving expenses to candidates.

BACKGROUND

The Human Resources Department is recommending amending the City's Recruitment and Selection policy to extend the Human Resources Director's authority to offer reimbursement for moving expenses to candidates for positions deemed hard-to-fill.

Under the current policy, the Human Resources Director is authorized to offer reimbursement for moving expenses to department head candidates not to exceed \$10,000. The proposed policy amendment would expand this authority to include positions designated as hard-to-fill while maintaining the existing reimbursement cap of up to \$10,000 per candidate.

The Human Resources Director would be responsible for determining which positions qualify as hard-to-fill. This determination would be made in conjunction with the Department Head, taking into consideration the available department budget. Objective recruitment and labor market factors would be considered, including but not limited to extended time to fill, limited number of qualified applicants, multiple unsuccessful recruitment efforts, specialized or technical skill requirements, licensure or certification requirement, and significant operational impact resulting from prolonged vacancies.

This amendment is intended to provide the City with additional flexibility to remain competitive in challenging labor markets and to support timely recruitment for critical roles. Expanding relocation reimbursement authority will enhance the City's ability to attract highly qualified candidates when local or regional applicant pools are limited.

RECOMMENDATION

To amend Personnel Policy Chapter 6 — Recruitment and Selection as presented in the attached draft.

FISCAL IMPACT

The fiscal impact of this amendment is expected to be limited and situational, as relocation reimbursement would continue to be offered at the discretion of the Human Resources Director and only when justified by documented recruitment challenges.

ATTACHMENTS

- I. Draft - Chapter 6 - Recruitment and Selection Policy_201910021255305580 (1)



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Recruitment and Selection	Policy Reference Chapter 6
Policy Source Human Resources Department	Legal Review Date September 5, 2013
Personnel Committee Approval September 24, 2019	City Council Approval October 1, 2019

6.1 **POLICY.** It is the policy of the City of Green Bay to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to political affiliation, race, color, creed, religion, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, disability, national origin, genetic information, ancestry, marital status, military service, arrest or conviction record, or any other basis protected by state or federal law. The City will provide reasonable accommodation for disabled applicants and employees who are otherwise qualified as long as such accommodation does not create an undue hardship for the City.

It will be the responsibility of the Human Resources Director to administer these policies under the direction of the Personnel Committee. In addition, it is the responsibility of all management staff and governing committees to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

6.2 **DEFINITIONS.**

6.2.1 **Transfer:** A transfer is regarded as movement from one permanent City position to any other permanent position within the City's table of organization and may result in a higher salary range and increased level of job responsibilities.

6.2.2 **Hiring Authority:** The department head or designee directly responsible for employing and establishing job duties of the vacant position.

6.2.3 **Immediate Family:** For purposes of this policy immediate family means spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, parent-in-law, grandchild, and grandparent or step grandparent.

6.3 **RECRUITMENT.** The recruitment will be tailored for the position to be filled and directed to sources likely to yield qualified candidates. Applicants will be recruited from as broad a geographic area as necessary to assure well-qualified candidates for the various types of positions in City service with an attempt, within Affirmative Action guidelines, to achieve a diverse and qualified work force. The City encourages the filling of positions with personnel from the present work force.

6.3.1 Notification. Human Resources will be notified immediately when a need to fill a new or existing position exists. Vacancies open to all City employees must be announced through Human Resources to ensure compliance with Labor Agreements, Personnel Policies and the City's Affirmative Action Plan.

6.3.2 Position Needs Analysis. Prior to filling any vacancy, Human Resources will review all functions of the vacant position, and present a recommendation to the Personnel Committee and City Council for action. At the discretion of the Human Resources Director, the recruitment process may begin prior to receiving approval by the Personnel Committee and City Council however; the position may not be filled prior to approval. Seasonal positions authorized through the budget process are exempt from this process.

Changes to the reporting structure for the classifications of Deputy Director, Assistant Director or Department Head must have the approval of the Personnel Committee and City Council.

The Mayor and Personnel Committee Chairman may authorize emergency filling of certain positions.

6.3.3 Job Announcement. A job announcement will include the job title or classification, pay rate or range, summary of duties, qualifications required, where to apply, and application deadline.

- a. At the discretion of the Department Head and with Human Resources' authorization, internal movement within the department may occur prior to announcing a vacancy.
- b. Where the job announcement is required by a Labor Agreement it will be posted in accordance with such Agreement.

6.2.4 Continuous Recruitment. The Human Resources Director will determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and will maintain lists of qualified candidates as appropriate.

6.2.5 Application Form. All applications for employment will be made on forms prescribed by Human Resources which are in compliance with State and Federal regulations regarding employment procedures.

6.3 DENIAL OF APPLICATIONS.

6.3.1 The Human Resources Director or designee may deny any applicant further consideration in the selection process if the applicant:

- a. Has knowingly falsified the application or practiced deception at any step in the selection process.
- b. Has been convicted of a crime which is related to the duties or responsibilities of the position.
- c. Is not within legal age limits prescribed for the position or for City employment.

- d. Has an unsatisfactory employment record indicating the candidate is not suitable for the position as evidenced by reference checks.
- e. Does not meet the minimum requirements established for the position.
- f. Is physically or mentally unable to perform the essential function(s) as certified by competent medical authority through a pre-placement exam.
- g. Does not reply to mail inquiry within ten 10 calendar days or does not return a telephone inquiry within 2 working days.
- h. Fails to accept appointment within 2 working days or to report for duty within the time prescribed in the offer of employment.
- i. Does not properly complete the application.

6.4 APPLICANT SCREENING AND RANKING. Human Resources will conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position. Human Resources will confer with the hiring authority before determining the appropriate procedures.

6.4.1 Screening and ranking procedures may include, but are not limited to, the following:

- a. Written examination
- b. Oral examination
- c. Training and experience questionnaire to be rated by the Human Resources Department or an appropriate panel
- d. Performance tests (e.g., typing, data entry, etc.)
- e. Work simulations
- f. Review of applications to determine compliance with minimum qualifications
- g. Physical examinations including drug screen
- h. Background and reference inquiries
- i. Psychological evaluation

Criteria for selection will be based on, but not limited to, relevant work experience, work performance, applicable education and/or training, required skills, knowledge and abilities of the position, and other competencies as deemed appropriate by the hiring authority and Human Resources. When two or more employees are equally qualified with respect to the competencies desired for the position and have demonstrated equal ability and skills through past performance, seniority will prevail.

6.4.2 Confidentiality. All persons participating in the development and maintenance of selection materials will exercise every precaution to insure the highest level of integrity and security. Only the Human Resources Director or designee will handle confidential selection materials.

6.4.3 Notification of Applicants. Each person submitting an application who was not

selected to participate in the selection process will be given proper notice they were not selected for the position by the Human Resources Department.

6.4.4 Notification of Final Interviewed Applicants. Each applicant interviewed and not hired will be given proper notice from the hiring authority or Human Resources.

6.5 HIRING. Applicants selected for and interviewed in accordance with the selection process will, whenever possible, be at least two more than the number of vacancies.

6.5.1 Rank. After review by Human Resources, the applications of the best qualified candidates will be submitted to the hiring authority for consideration.

6.5.2 Appointment. The hiring authority will make the final selection and placement to the position. First consideration will be given to the best qualified candidates to fill the vacancy. If the hiring authority does not select one of the eligible candidates, justification will be given to the Human Resources Director or designee.

The notice of selection is to be made to the Human Resources Director, or designee. The Human Resources Director or designee is also responsible for issuing a written offer of employment outlining the start date, salary, applicable fringe benefits and any other pertinent data. No offer will be made without the approval of the Human Resources Director or designee.

6.6 ELIGIBILITY LISTS.

6.6.1 The City of Green Bay may establish eligibility lists to be used as it deems appropriate in filling future City vacancies. A candidate may be removed from an eligibility list if the candidate:

- a. Receives a permanent appointment;
- b. Files a written statement indicating unwillingness to accept appointment;
- c. Declines 2 offers of employment;
- d. Fails to respond to any official inquiry regarding availability;
- e. Fails to report for a scheduled interview;
- f. Is disqualified for any reason listed in Section 3 of this chapter.

6.7 TEMPORARY HIRING. Temporary appointments of no more than 6 months may be made from applications on hand or temporary employment agencies. However, the Human Resources Director may authorize the appointment of other qualified individuals. The acceptance or refusal by an eligible candidate of a temporary appointment will not affect the candidate's standing for a permanent position if one becomes available. Temporary appointees who become regular City employees may receive service credit from the initial day of employment.

Persons employed by the City under Federal or State manpower programs are considered limited term employees unless specific action is taken to appoint such an employee to a regular position after certification as eligible for such appointment by the Human Resources Director.

- 6.8 EXPENSES. Certain recruitment efforts may require the City to offer travel expenses to candidates who are being interviewed. When this is necessary, the Human Resources Director may authorize reimbursement for actual expenses incurred when supported by invoice, receipt or other acceptable documentation. The cost for the travel expenses will be the responsibility of the hiring department.

The Human Resources Director is authorized to offer moving expenses to Department Head candidates or candidates for other positions designated as hard-to-fill, in an amount up to \$10,000. The Human Resources Director will determine which positions qualify as hard-to-fill. Human Resources will work in conjunction with Purchasing when offering any moving expenses. A report will be provided to the Personnel Committee of any authorized moving expenses. Moving expenses for any other positions or requests in excess of \$10,000 will require prior approval of the Personnel Committee and City Council. The City will recover the reimbursed amount from any employee who is terminated or voluntarily resigns during the first 18 months of employment.

- 6.9 NEPOTISM. No member of the immediate family of an alderperson, citizen member of a committee or commission, elected official, management personnel or other supervisor may be hired or transferred into a department where a potential supervisor-subordinate relationship would exist. A request for exemption from this section requires Personnel Committee approval.

6.10 ADA COMPLIANCE.

6.10.1 The City re-affirms its commitment to comply with the regulations of the U.S. Equal Employment Opportunity Commission implementing Title I of the Americans with Disabilities Act of 1990, codified at 29 C.F.R. Part 1630. Accordingly, the City assures the following:

- a. The City will not discriminate on the basis of disability in its hiring or employment practices.
- b. The City will not ask a job applicant about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform essential job functions. Medical examination or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.
- c. The City will make reasonable accommodation for the known physical or cognitive limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship for the operation of the City's business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the City may ask the individual for information necessary to determine if the individual has a disability-related need for the accommodation.
- d. The City will maintain employees' medical records separate from personnel files and keep them confidential.

- e. The City will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent the City's selection criteria have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity.

6.11 TRANSFER. The City encourages and recognizes the value of providing opportunities for transfer from within and to improve the upward mobility potential for qualified City of Green Bay employees. Reasonable efforts will be made to fill vacant positions from within the City. Job announcements will be posted in areas that are accessible to all employees. At the discretion of the City, outside recruiting sources will be used and internal candidates may be considered simultaneously with outside candidates. This policy is intended to provide equal opportunity to all employees and job applicants.

6.11.1 Regular full and part-time employees who are in good standing will be allowed to seek a transfer.

6.11.2 Regular position vacancies will be posted City-wide for a minimum of 5 work days. Eligible employees will be required to submit required application materials to Human Resources by the date noted on the job announcement to be considered for the position. As noted previously, the selection process will be utilized to hire the best qualified individual for the position.

6.11.3 Transferring employees will retain their vacation and sick leave. A probationary employee, who successfully attains a transfer, will serve out the balance of the probationary period upon transfer to the new position.

6.12 TESTING POLICY.

6.12.1 Provisions. Human Resources is responsible for administering all employment testing. If it is determined that an employee is qualified for the position and a test is required, the employee will be tested. If a passing score is not achieved, the candidate will not be given further consideration for the position. Re-testing will be permitted every 90 days for employees with unsuccessful typing or data entry scores. Typing, data entry and other test scores will remain valid for a period of 5 years.

Other examples of tests administered for purposes of transfer may include money counting, calculator skills, oral directions, data entry, basic math or other general job skill testing.

6.12.2 Requirements. Minimum requirements are established by Human Resources according to class specifications. A candidate may be required to demonstrate minimum competency by successfully passing approved tests, background checks and medical exams when required.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 10, 2026

PREPARED BY

Brian Rollefson, Human Resources Director

AGENDA ITEM # E.2

For consideration with possible action on the recommendation to enter into a Benefits Partnership with USI Insurance Services.

BACKGROUND

In 2026, the City conducted a Request for Information (RFI) for Professional Services to evaluate whether a change in service was warranted from its current insurance broker. As part of this process, the City also evaluated how the relationship should function moving forward. To effectively support employees, their families, and the long-term fiscal health of the City, the relationship must operate as a true partnership. As such, the City is transitioning from the term “insurance broker” to Benefits Partner.

The City conducted initial interviews with five firms, evaluating capabilities, service approach, innovation, and cost transparency. Following these interviews, three firms were selected to submit comprehensive proposals. All three proposals were competitive; however, one proposal most closely aligned with the City’s strategic goals related to cost containment, employee experience, and long-term sustainability.

The evaluation process was intended to ensure the City continues to offer competitive and comprehensive benefits to attract and retain employees, while maintaining fiscal responsibility for the City and its taxpayers.

Benefits Partner Recommendation

The evaluation and interview team consisted of:

Brian Rollefson, Human Resources Director
Diana Ellenbecker, Finance Director
Linda Chosa, Assistant Finance Director
Melanie Falk, Human Resources Manager
Jen Smits, Human Resources Generalist
Jill Christensen, Benefits Specialist
Kathy Hinkfuss, City of Green Bay Alder

After three days of in-depth interviews and review of the proposals submitted, the City is recommending that the Personnel Committee approve entering into a Benefits Partnership with USI Insurance Services.

Proposal-Based Highlights

Family Savings Plan

A key component of USI’s proposal is a comprehensive review and restructuring strategy for the City’s Family Savings Plan.

USI's proposal identifies opportunities to modernize the Family Savings Plan by evaluating alternative vendor arrangements and funding models that would eliminate the current shared savings structure. Currently, the City pays a 20% shared savings fee to the vendor. USI has relationships with vendors which would eliminate this shared savings model. According to the proposal, this approach has the potential to generate significant annual savings (\$500K - \$800K annually, starting in 2027) while maintaining, and in some cases improving, the employee experience.

Benefit Resource Center

Another significant component of USI's proposal is the implementation of a Benefits Resource Center.

The Benefit Resource Center is designed to serve as a centralized support system for City employees and retirees.

USI's proposal highlights that the Benefit Resource Center has the capability of improving the overall employee experience while also reducing administrative burden on City Human Resources staff. This model allows internal HR resources to remain focused on strategic initiatives while ensuring employees have direct access to knowledgeable benefit support.

Health Plan & Vendor Strategy

The City currently operates a self-insured health plan, with claims administered by a third-party administrator. USI's proposal outlines a collaborative approach to working within the City's self-funded structure while identifying opportunities for improved cost management, data analytics, and vendor performance oversight.

USI's proposal emphasizes ongoing market evaluation, pharmacy strategy review, and vendor accountability as part of its consulting services, rather than one-time plan changes.

Next Steps

The City is recommending that the Benefits Partnership with USI Insurance Services begin on May 1, 2026. This timeline allows for appropriate transition planning and collaboration between the City and USI.

RECOMMENDATION

The City is recommending that the Personnel Committee approve entering into a Benefits Partnership with USI Insurance Services.

FISCAL IMPACT

USI's proposal includes a flat annual consulting fee of \$120,000, which encompasses the full scope of services outlined in the proposal. This structure provides cost predictability and transparency.

ATTACHMENTS

- I. Excerpt from USI Presentation 3.3.26



Partnership Discussion – City of Green Bay

Presented By:
Jacob Syndergaard, Partner | Employee Benefits Consultant
Tanya Lewison, Senior Account Executive
Damian Simons, Partner & WI Practice Leader









March 3rd, 2026

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Green Bay Based Team
with Specialist Support



	Jacob Syndergaard <i>Partner</i> Employee Benefits 	
Communication Consulting	Client Service	Underwriting & Analytics
Isabel Martinez <i>Communications Consultant</i>	Scott Brotherton-Zehr <i>Operations Team Leader</i> 	Pamela Borup <i>Senior Underwriting Consultant</i>
Claims Experts	Tanya Lewison <i>Account Executive</i> 	Wellness
Benefits Resource Center	Kelly Danforth <i>Service Account Rep</i> 	Amy Richter <i>Director of Population Health Management</i> 
HR Technology	Leader Support	Pharmacy Consulting Practice
Anne Burkett <i>Technology Consultant</i>	Damian Simons <i>WI Practice Leader</i> 	Jennifer Klukas <i>Director of Pharmacy Consulting</i>
Employer Solutions		Compliance
Tracy Melvin  <i>VP, Senior Employment Attorney</i>		Darin Poole  <i>EB Compliance Attorney</i>

Strategic Account Management

Driving the Value of Employee Benefits

Administration

- UMR/Surest ROI Reporting
- Custom FSP (Spousal HRA) Tracking Trend Tool
- Vendor/Local Provider Management
- Monthly Meeting with Bi-Weekly Updates
- Compliance Review
- 2 Budget Projections Annually
- Employee Benefits Resource Center

HR Technology

- Mobile App
- Brainshark New Hire Video

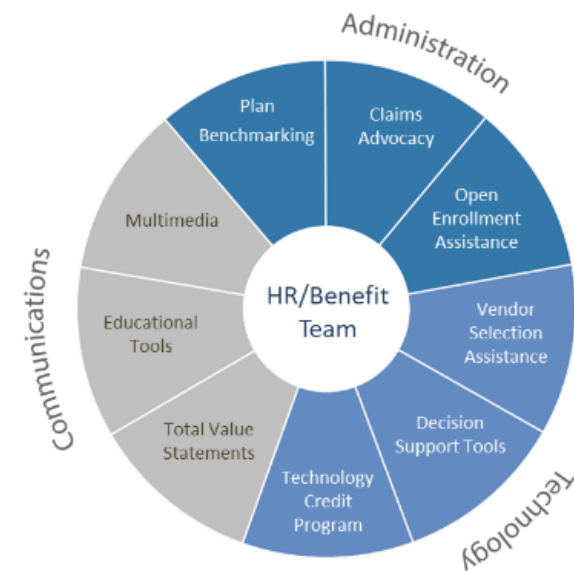
Communications

Customized Employee Communications

- Guidebooks, Meetings, One Page Summary, QR Codes, Webinars



USI's support team will improve employee experience, alleviate burdens from the HR team, drive efficiency and ensure accountability.





Strategy Development Process



Strategy: Topics, Tactics, Timing

- The “Who,” “Why,” “How,” “When”
- Strategies to improve employee engagement, education, comprehension and utilization of benefits
- Identifying key messaging opportunities
- Determine best communication methods based on employee population, and client budget
- Provide industry trends and best practices
- 3rd party solution recommendations

Continuously evaluate the market for solutions, innovations, and vendor options including:

- Decision Support
- Enrollment Support
- Texting Platforms
- Microsites
- Engagement & Multimedia Platforms
- Custom Communication & Creative Design Services
- Custom Videos

A national team of consultants providing strategic recommendations to improve employee engagement, education, and comprehension of their benefits.



EMPLOYEE ENGAGEMENT

Communication Tools and Resources

Your USI account team creates comprehensive, tailored employee materials to communicate benefit plan information and benefit education

Support for OE & Beyond

- Benefit guides
- Interactive Summary of Benefits
- OE memos, flyers
- Digital postcards
- Email templates
- OE/New Hire presentations (Brainshark)
- Benefits education
- Decision Support Tools*
- Enrollment Services*

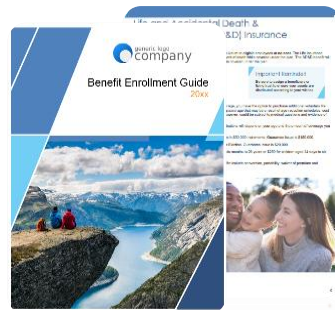
Other Tools

- Flipbook technology
- QR Codes
- Employee Surveys
- Educational benefit videos
- Microsites, engagement platforms*
- Texting, total comp statements, and more*

MyBenefits2GO App

- Access benefits info all in one place
- Plan information, contact details, educational references
- Easy access for employees, dependents, and spouses

*Additional costs may apply based on vendor and scope of work



Click images for samples



Click images for samples



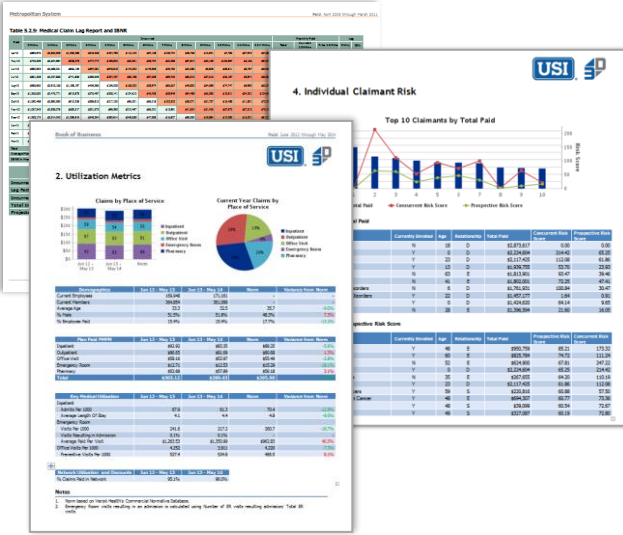
Underwriting and Analytics

A Customized Well-Designed Plan at a Highly Competitive Price

- 100+ In-house Financial Analysts and Underwriters Nationwide
- Renewal Projections & Funding Analysis
- Alternative Reimbursement Analysis
- Claims Cost and Risk Assessment
- Trend Mitigation
- Plan Design & Contribution Analysis
- Benchmarking
- Predictive Modeling
- International Exposure Analysis



USI's underwriting and analytics solutions integrate superior assessment, analysis and benchmarking with expert market negotiation to identify and increase transparency around insurers' profit sources.





EMPLOYER SOLUTIONS

Employment Attorneys

USI's team of in-house employment law and risk management attorneys have decades of experience **advising public sector clients**

Employer Solutions Hotline:

- Unlimited phone and email access to our in-house team of attorneys
- Compliance guidance and assistance
- Federal, state, and local leave law support
- Best practices recommendations
- Minor document review and revision; template documents

Project-Based Work:

- Customized on-site leadership and HR training
- Affirmative action plan drafting and compliance
- Compliance audits
- Employee handbook creation
- Harassment, diversity, equity, and inclusion training
- Customized consulting projects

Impact and Benefits:

- We explain complex legal issues in plain English, and, unlike law firms, we tell you what we think you should do
- We get to know you and your culture, which enables us to become trusted HR partners
- We can tell you what has worked with other municipalities
- Our advice and guidance goes beyond the immediate issue at hand to cover everything you need to know

Save Time, Act Confidently, Stay Compliant

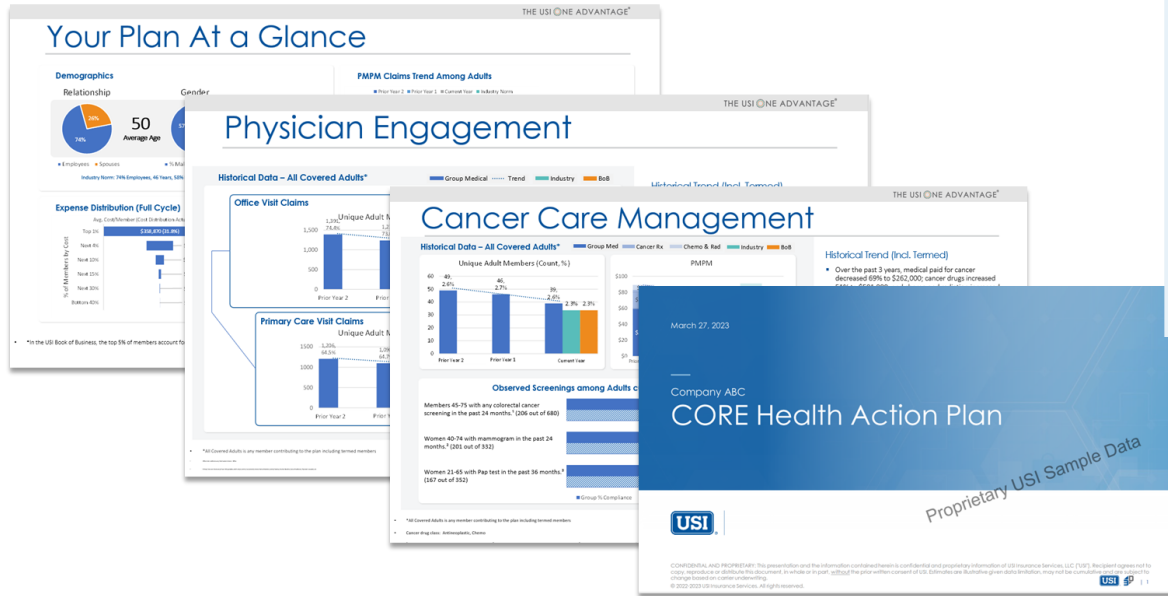
Wellness Program Support



Our proprietary CORE Health Action Plan analyzes wellness program impact and identifies key opportunities for the future.

CORE Health Action Plan (CHAP)

- Provides an overview of actionable solutions
- Highlights opportunities to mitigate future claims
- Illustrates program effectiveness



Understand current wellness program and vendors in place

Identify key metrics currently impacting healthcare spend

Drive results through USI employee engagement strategies

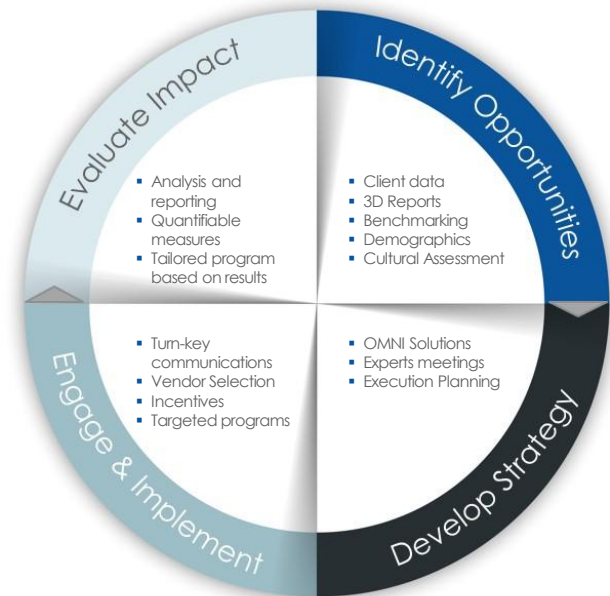
Population Health Management

Engaged, Healthier, Productive Employees & Lower Medical Costs

- Team of Locally Based, Nationally Networked Wellness Consultants
- Strategies to Improve Engagement
- Wellness Program Feasibility Analysis
- Program Design, Implementation, Reporting
- Targeted Communications to Improve Engagement
- Predictive Modeling & Large Claims Analysis
- Disease Management Strategies



A health-promoting environment attracts top talent, reduces medical costs and absenteeism. USI Population Health Managers evaluate data and recommend solutions that improve employee health status.



Your Trusted Partner

USI drives a collaborative process that includes population health as an integral part of our client's healthcare strategy addressing business objectives, healthcare costs and cultural nuances.

- Total wellbeing best practices knowledge and experience
- Alignment of cost mitigation, culture-building and value-added employee benefits drive program engagement
- **Assess next generation solutions to stay ahead of market trends/innovation**
- Preferred partnerships in multiple verticals
- Evidence-based solutions demonstrate health outcomes and financial impact
- **Coordination of health resources and vendor partners**
- **Program strategy development and ongoing evaluation and iteration**
- **Ongoing Communication Strategies to keep benefits and health promotion aligned and in front of members.**





HR SERVICES

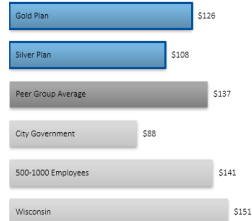
Benchmarking of Benefit Plans

Over 10,000 groups participate in USI's annual benchmark study, which we break down to yield impactful results.

Employee Payroll Contributions

Payroll contributions are a primary driver of employee satisfaction with the benefit plan. USI identifies opportunities to improve competitiveness or reduce expense.

Monthly Contributions – Individual Coverage



Monthly Contributions – Family Coverage



Introduction: Your Benchmark

We benchmarked your plans against groupings of companies we thought you would be most interested in.

Industry

Group Size

States

City Government
183 Participants

500-1000 Employees
810 Participants

Wisconsin
417 Participants

Impact and Benefits:

- Compare benefit program to similar WI cities and counties
- Understand the local and national trends in benefit programs
- Ensure alignment of plan incentives and design with company strategic goals
- Savings are case specific based on client's plans and spend

Further Enhance Benefits Strategy Based on Peer Analysis

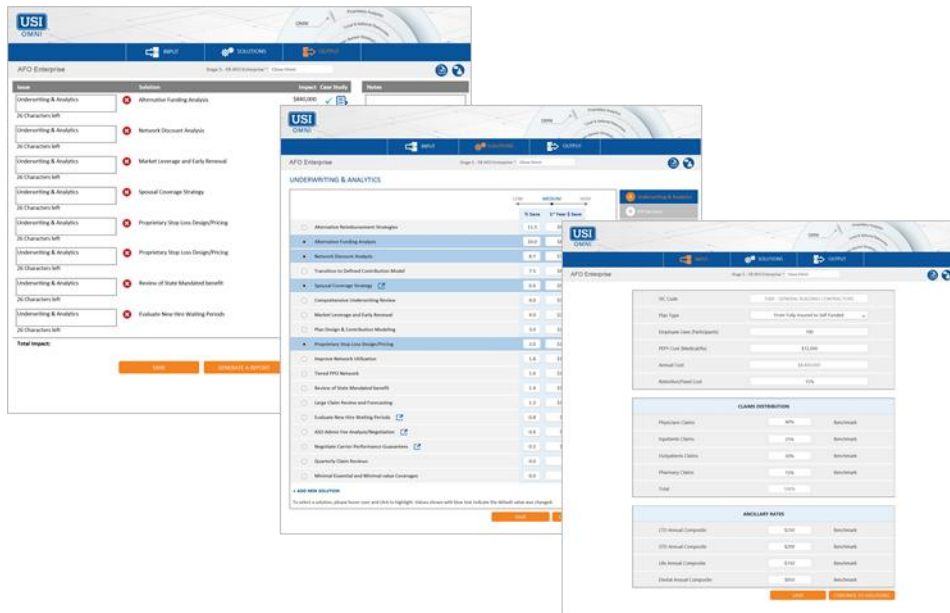
USI ONE® OMNI Knowledge Engine™

Provides Robust Analytics and Solutions

Actionable, Quantifiable
Data Engine to Drive
Decision Making



A real-time interactive solutions platform built by USI experts capturing the experience of more than 500,000 clients, thousands of professionals and over 150 years of business activity through our acquired agencies.



- **Proprietary Analytics** 
One-of-a-kind tool built by USI subject matter experts
- **Actionable Solutions Engine**
Codifies the broad and deep knowledge of USI specialists into thousands of actionable risk management solutions across industry verticals
- **Timely Updates**
Regularly refreshed data and solutions based on market dynamics
- **Measurable Financial Impact**
Multi-year strategic process evaluating short- and long-term impact to the bottom line



What Makes USI Different?

- We don't sell our own products or make additional commission of other products. Our total fee would be set at \$120,000 annually and we would not make additional revenue.
- We believe in managing direct contract between our clients and their vendors. The City would own all contracts.
- We hold all provider vendors accountable – This includes health systems, Medical TPA's, PBM's and Spousal HRA Vendors. Data is used to verify prior, and support future, decisions.
- We represent the City's best interest and are considerate of your culture. We are not biased toward a certain model.
- Insurance is complicated and we strive for simple.

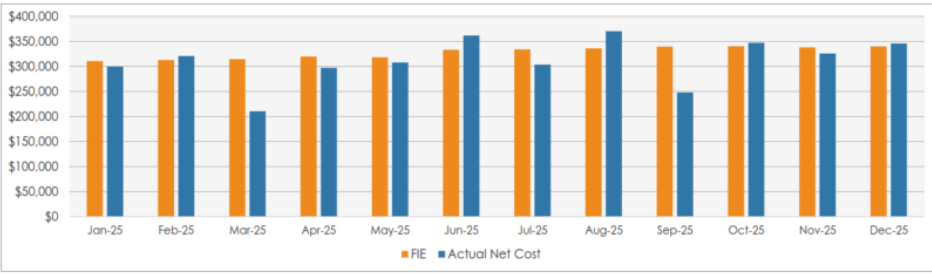
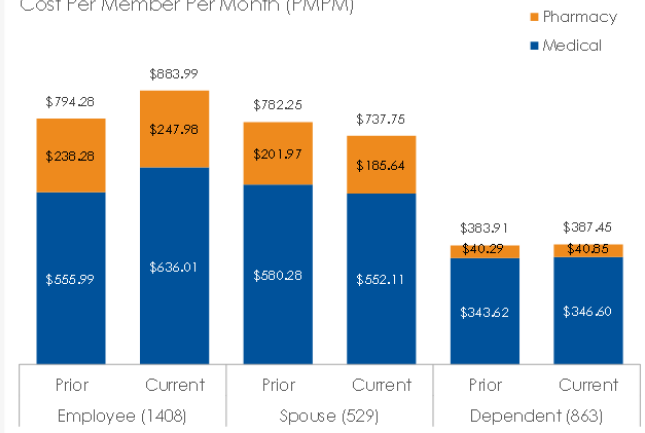
REPORTING SAMPLES

Relationship Cost Drivers

Top Drugs by Cost

Top Rx	Therapeutic Class	Total Paid	Script Count
Stelara	Inflammatory Bowel Agents	\$572,398	24
Humira(Cf) Pen	DMARD - Anti-inflammatory Tumor Necrosis Factor Inhibiting Agents	\$401,386	42
Skyrizi Pen	Dermatological - Antipsoriatic Agents Systemic, Immunosuppressive	\$294,656	15
Ozempic	Injectable Antidiabetic Agents	\$260,675	218
Dupixent Pen	Dermatitis or Eczema Agents, Systemic	\$256,244	51
Tasigna	Anfneoplastic - Systemic Enzyme Inhibitors	\$253,030	13
Simponi	DMARD - Anti-inflammatory Tumor Necrosis Factor Inhibiting Agents	\$208,372	16
Emflaza	Glucocorticoids and Combinations	\$181,746	11
Enbrel Sureclick	DMARD - Anti-inflammatory Tumor Necrosis Factor Inhibiting Agents	\$173,471	25
Trulicity	Injectable Antidiabetic Agents	\$128,442	109
Top 10 Subtotal		\$2,730,420	524
All Other		\$2,186,789	21,909
Grand Total		\$4,917,209	22,433

Cost Per Member Per Month (PMPM)



Enrollment	Fixed Costs				Paid Claims						Total Plan Costs		Position	
	(1)	(2)	(3)	(4) = 2+3	(5)	(6)	(7)	(8)	(9) = 5+6+7+8+	(10) = 10/1	(11)	(12) = 4+10	(13)	(14) = 12/13
Total Ees	Admin Fees	Stop Loss Premium	Total	Medical Claims	Rx Claims	Rx Rebates	Over SSL	Net Total Claims	Claims / Ee	Actual Net Cost	FIE	Net Cost / FIE	FIE - Net Cost	
in-25	196	\$12,397	\$83,064	\$95,461	\$157,739	\$46,368	\$0	\$0	\$204,106	\$1,041	\$299,567	\$310,790	96.4%	\$11,223
eb-25	195	\$12,334	\$83,507	\$95,841	\$182,322	\$42,788	\$0	\$0	\$225,110	\$1,154	\$320,952	\$312,631	102.7%	(\$8,321)
far-25	199	\$12,587	\$84,066	\$96,653	\$135,660	\$19,871	(\$41,892)	\$0	\$113,639	\$571	\$210,292	\$314,485	66.9%	\$104,193
pr-25	204	\$12,903	\$85,515	\$98,418	\$175,019	\$23,862	\$0	\$0	\$198,882	\$975	\$297,300	\$319,767	93.0%	\$22,467
lay-25	202	\$12,777	\$85,069	\$97,845	\$152,720	\$57,231	\$0	\$0	\$209,951	\$1,039	\$307,796	\$318,181	96.7%	\$10,385
jn-25	211	\$13,346	\$89,077	\$102,423	\$270,629	\$35,565	(\$30,168)	(\$16,533)	\$259,493	\$1,230	\$361,916	\$333,218	108.6%	(\$28,698)
jl-25	212	\$13,409	\$89,300	\$102,709	\$176,776	\$64,151	\$0	(\$40,066)	\$200,862	\$947	\$303,571	\$334,011	90.9%	\$30,440
ug-25	213	\$13,472	\$89,857	\$103,329	\$334,825	\$38,395	\$0	(\$106,284)	\$266,936	\$1,253	\$370,265	\$336,120	110.2%	(\$34,144)
ep-25	214	\$13,536	\$90,746	\$104,282	\$153,873	\$69,298	(\$29,885)	(\$49,521)	\$143,764	\$672	\$248,046	\$339,547	73.1%	\$91,501
ct-25	215	\$13,599	\$90,970	\$104,568	\$205,359	\$45,153	\$0	(\$8,017)	\$242,494	\$1,128	\$347,062	\$340,340	102.0%	(\$6,722)
ov-25	212	\$13,409	\$90,300	\$103,709	\$248,479	\$45,812	\$0	(\$72,096)	\$222,196	\$1,048	\$325,905	\$337,961	96.4%	\$12,056
ec-25	213	\$13,472	\$90,857	\$104,329	\$317,779	\$51,473	(\$37,620)	(\$90,054)	\$241,577	\$1,134	\$345,906	\$340,071	101.7%	(\$5,835)
otals	2,486	\$157,240	\$1,052,328	\$1,209,568	\$2,511,181	\$539,966	(\$139,566)	(\$382,571)	\$2,529,011	\$1,017	\$3,738,579	\$3,937,122	95.0%	\$198,543



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 10, 2026

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 3.5.26

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
March 10, 2026**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Transit Operator	Transit	Nedra McGriff	2/23/2026
Transit Service Technician	Transit	Brian Galloway	3/2/2026
Conservation Corps Crew Member	PRF	Caitlyn Rentmeester	3/9/2026
Conservation Corps Crew Member	PRF	Patrick Grover	3/9/2026
Conservation Corps Crew Member	PRF	Berrin Van Den Heuvel	3/9/2026
Conservation Corps Crew Member	PRF	Victoria Kimmel	3/9/2026
Conservation Corps Crew Member	PRF	Aaron Beyers	3/9/2026
Patrol Officer Recruit	PD	Maxwell Siade-Cox	3/23/2026
Patrol Officer Recruit	PD	Joshua Stephens	3/23/2026
<u>Grade/Step Change</u>			
Arborist II	PRF	Travis McFall	2/10/2026
Arborist I	PRF	Cole Motiff	2/23/2026
Engineer	Fire	Ryan Adams	3/2/2026
Engineer	Fire	Jeremy Franke	3/2/2026
Engineer	Fire	Alex Kasten	3/2/2026
Engineer	Fire	Joshua Tremil	3/2/2026
Engineer	Fire	Daniel Schultz	3/2/2026
Engineer	Fire	Ryan Schaumberg	3/2/2026
Engineer	Fire	Alexander Tislau	3/2/2026
Engineer	Fire	Cody Krusick	3/2/2026
Engineer	Fire	Brett Schroeder	3/2/2026
Engineer	Fire	Joel Stone	3/2/2026
Engineer	Fire	Andrew Peterson	3/2/2026
Engineer	Fire	Andrew Witbro	3/2/2026
Engineer	Fire	Brandon Schwarz	3/2/2026
Lieutenant	Fire	Benjamin Zemple	3/2/2026
Firefighter	Fire	Evan Blum	3/4/2026
Firefighter	Fire	Kim Davister	3/4/2026
Firefighter	Fire	Riley Grasee	3/4/2026
Firefighter	Fire	Matthew Thompson	3/4/2026
Firefighter	Fire	Anthony Wenzel	3/4/2026
Laborer - Sanitation	DPW	Aaron Kietzmann	3/4/2026
Sewer Maintenance Worker	DPW	Reed Rondeau	3/8/2026
Patrol Officer	PD	Aaron Kopp	3/18/2026
Operator I	DPW	Joseph Ciha	3/24/2026
<u>End of Employment</u>			
Temporary Tax Collection Help	Adm Svs	Mary Ama	2/6/2026
Temporary Tax Collection Help	Adm Svs	Roxanne Boncher	2/6/2026
Temporary Tax Collection Help	Adm Svs	Rebecca Derenne	2/6/2026
Temporary Tax Collection Help	Adm Svs	Pamela Vanderbloemen	2/6/2026
Temporary Tax Collection Help	Adm Svs	Terry Hetzel	2/6/2026
Transit Operator	Transit	Ned Desotel	2/21/2026

Transit Operator	Transit	Laura Ankerson	2/23/2026
Conservation Corps Crew Member	PRF	Elizabeth Angemi	3/6/2026
Conservation Corps Crew Member	PRF	Nicholas Larson	3/6/2026
Conservation Corps Crew Member	PRF	Mason Wenzel	3/6/2026
Conservation Corps Crew Member	PRF	Ingrid Westervelt	3/6/2026
Lieutenant	PD	Nathan Allen	3/17/2026
Conservation Corps Crew Member	PRF	Shannon Norton	3/20/2026
Conservation Corps Crew Member	PRF	Caitlin Kafura	3/20/2026
Conservation Corps Crew Member	PRF	Lyric Esslinger	4/17/2026
Truck Driver	DPW	Paula Whiting	5/1/2026