

**MINUTES**  
**PERSONNEL COMMITTEE**

Tuesday, January 8, 2013

City Hall, Room 207

5:45 p.m.

Members Present: Ald. Andy Nicholson, Ald. Amy Kocha, Ald. Thomas DeWane, Ald. Tom Sladek

Others Present: Director Lynn Boland, City Atty. Tony Wachewicz, Director Dawn Foeller, Chief Molitor, Chief Nieft, Director Steve Grenier, Director Dawne Cramer, Director Rob Strong, Administrator Mike Hronek, Chris Rand and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda as amended was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

3. Approval of the minutes of the meeting of November 13, 2012.

A motion to approve the minutes of the meeting of November 13, 2012 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill the following vacancies.

a. Purchasing Manager – Finance/Purchasing

A motion to approve the request to fill the Purchasing Manager position in the Finance/Purchasing Division was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

Director Boland requested to add language to all requests to fill under item #4 to include “and all subsequent vacancies resulting from internal transfers”.

A motion to add language to the requests to fill to include all subsequent vacancies resulting from internal transfers was made by Ald. Kocha, seconded by Ald. DeWane. Motion carried unanimously.

b. Business/Grant Manager – Finance & Transit

A motion to approve the request to fill the Business/Grant Manager position in the Finance and Transit Departments and all subsequent vacancies resulting

from internal transfers was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

c. Assistant Public Works Director – Public Works

A motion to approve the request to fill the Assistant Public Works Director position in the Department of Public Works and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

d. Building Custodian I – PRF/City Hall Maintenance

A motion to approve the request to fill the Building Custodian I position in the Parks, Recreation and Forestry/City Hall Maintenance Division and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

e. Part-time Cleaner – PRF/City Hall Maintenance

A motion to approve the request to fill the part-time Cleaner in the Parks, Recreation and Forestry/City Hall Maintenance Division and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

f. Facility/Equipment Supervisor – Parks, Recreation & Forestry

A motion to approve the request to fill the Facility/Equipment Supervisor position in the Parks, Recreation and Forestry Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried unanimously.

g. Park Maintenance Workers (4 positions) – Parks, Recreation & Forestry

A motion to approve the request to fill (4) Park Maintenance Worker positions in the Park, Recreation and Forestry Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried unanimously.

h. Community Service Interns (5 positions) – Police

A motion to approve the request to fill (5) Community Service Intern positions in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

i. Animal Control Interns (2 positions) – Police

A motion to approve the request to fill (2) Animal Control Intern positions in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. Kocha.

Ald. Nicholson inquired if animal control staff provides support to the surrounding communities. Chief Molitor stated an analysis has been completed but did not have the report with him. Ald. Nicholson requested a report at the next committee meeting regarding the analysis of support provided to surrounding communities by the Animal Control staff.

Motion carried unanimously.

j. Patrol Officer (3 positions) – Police

A motion to approve the request to fill (3) Patrol Officer positions in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Kocha.

Under discussion, Ald. DeWane inquired if the Police Department still planned to add six patrol officer positions. Chief Molitor stated the department budgeted for 186 officers in 2013; current staff level is 181 officers. Ald. DeWane requested a report from staff at the next committee meeting regarding the budget restraints regarding the six additional patrol officer positions.

Motion carried unanimously.

k. Sr. Mechanic – Fire

A motion to approve the request to fill the Sr. Mechanic position in the Fire Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

l. Sr. Property Manager – Planning/Housing Division

A motion to approve the request to fill the Sr. Property Manager position in the Planning/Housing Division and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried unanimously.

m. Sr. Accountant – Planning/Housing Division

A motion to approve the request to fill the Sr. Accountant position in the Planning/Housing Division and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

5. Request by Human Resources to approve the reclassification of the Account Clerk II in Purchasing to an Account Clerk III position under the AFSCME Bay Area Contract effective upon approval of the City Council.

Director Boland stated a review of the Account Clerk II position was completed at the request of the Finance/Purchasing department. Job duties were added to the Account Clerk II position during the past year and the department plans to add additional job duties in the future. Human Resources recommends the position be reclassified to an Account Clerk III. The wage rate would change from \$17.42/hour to \$18.39/hour. The position was included in the 2013 budget at the Account Clerk III wage rate. The union has been notified of the reclassification request.

A motion to approve the reclassification of the Account Clerk II in Purchasing to an Account Clerk III position under the AFSCME Bay Area Contract effective upon approval of the City Council was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

6. Request by Human Resources to approve the reclassification of Fire Chief from pay grade 42 with additional holiday and EMT-P pay to pay grade 43 with no additional holiday and EMT-P pay effective upon appointment of the new Fire Chief.

Director Boland stated the current base salary for the Fire Chief is \$95,031. The Fire Chief also receives EMT pay of \$1,592 and holiday pay for ten holidays of \$3,655 which is consistent with the pay that line fire fighters receive. This brings the total salary for the Fire Chief to \$100,278. A salary survey of Police and Fire Chief salaries throughout the State shows that the market average salary for Fire Chief is \$110,996 and the median salary is \$110,763; both above the City's maximum salary for this position. Director Boland stated Human Resources recommendation is to reclassify the position to the same level as Police Chief, City Attorney and HR Director at grade 43, with a maximum annual salary of \$102,574. The Fire Chief would no longer receive EMT pay and holiday pay in addition to the base salary.

Ald. Sladek inquired about EMT pay. Director Boland explained that employees are paid according to the contract for maintaining certain certifications. EMT (Emergency Medical Technician) certification and EMT-P (EMT + Paramedic) certification.

Ald. Kocha asked if this salary increase was included in the budget. Director Boland stated the increase was not included in the budget but the total cost difference is only \$2,296. The actual cost difference will be less since the salary change would not be effective until a new Fire Chief is on board.

Ald. Kocha voiced concerns about not including this in the budget and questioned whether the salary needs be changed for such a small dollar figure. The salary could always be brought back to committee for negotiation if an exceptional candidate applied.

Ald. Sladek supports the reclassification and the removal of the items from the Chief's compensation that are tied to the labor agreement. The budget impact is small.

Ald. DeWane stated that a Fire Chief is hired to run the department, and although they probably had an EMT license at one point in their career, part of their compensation should not be based on EMT pay. Ald. DeWane asked about the status of the Fire Chief recruitment.

Director Boland stated that Police & Fire Commission (PFC) gave approval last week to begin the recruitment for Fire Chief. PFC was waiting for the results of the Public Safety Director study before beginning the recruitment.

Ald. Nicholson agreed with Ald. Kocha to wait until the City has a candidate before adjusting the salary. Ald. Sladek stated the new pay grade would establish a new salary range, but the City would not necessarily have to bring in the new Chief at the maximum salary. Adjusting the salary range to grade 43 would allow the City to advertise for the position at a maximum salary of \$102,574 versus \$95,031. Discussion continued.

A motion to approve the reclassification of Fire Chief from pay grade 42 with additional holiday and EMT-P to pay grade 43 with no additional holiday and EMT-P pay effective upon appointment of the new Fire Chief was made by Ald. Sladek, seconded by Ald. DeWane. Ald. DeWane, Kocha and Sladek voted yes, Ald. Nicholson voted no. Motion carried 3 – 1.

7. Request by Ald. Nicholson to review the Web & Graphic Designer job description and compensation.

Director Boland provided the committee with copies of the job description and salary information.

Director Foeller gave an overview of the updates completed on the City website by the Web & Graphic Designer and a brief history of the position. The Graphic Artist position became vacant in July 2011, due to a retirement. At the request of the Personnel Committee, a request for information was conducted by the Purchasing Department to determine the cost of contracting out this type of work using the job description of the current Web & Graphic Designer. The request for information was sent to six vendors and the City received only two responses. The range of work the two businesses quoted, was anywhere from \$78,000 to \$169,000 annually. The Personnel Committee then approved the job description

and the recruitment of the Web & Graphic Designer position. The five essential functions of the job description include webmaster/social media expert, graphic designer, web designer, document management specialist and photographer. Prior to filling the Web & Graphic designer position, Transit hired a web designer to develop their website at a cost of over \$25,000. Transit's website still requires some maintenance and updating by the Web & Graphic Designer. Samplings of work done by the Web & Graphic Designer were provided to the committee members.

Ald. DeWane stated the issue with this position is the amount of time spent outside the office taking photographs with the Mayor. The City website is never up-to-date.

Director Foeller explained that Mr. Rand recently trained about 20 staff people on the new calendar to update agendas and reports on the website. IT Administrator Mike Hronek stated that historically departments have always been responsible for updating minutes and agendas on the website. Mr. Rand gave a brief description of the process for updating the calendar. Discussion continued on who has the responsibility for updating the calendar and uploading the agendas and minutes to the website.

Ald. Kocha stated her concerns about the appropriateness of the conversation. Ald. Nicholson stated he did not feel that Ald. DeWane was attacking Mr. Rand, but was asking questions to find out more information about his job duties and how his time is spent. Ald. DeWane stated he values Mr. Rand as an employee but wants to see him in-house more, rather than on the streets taking photographs. The amount of time Mr. Rand spends on photography was discussed, and it was determined that approximately fifteen percent of his time is spent on photography which involves the Mayor.

Ald. DeWane inquired where photographs of Mr. Rand's work can be viewed. Mr. Rand stated his work is all over, the picture on the current cover of the Yellow Pages is his work. The City is constantly contacted by individuals and groups to provide pictures that are representative of Green Bay.

Ald. Boyce suggested adding bylines to the website to show who is responsible for the content. Ald. Steuer inquired why this position went from a union position to administrative. Director Boland stated the job duties of the position are different than the previous position and include more technical and IT functions therefore it was classified as an exempt position under FLSA.

A motion to receive and place on file the review of the Web & Graphic Designer job description and compensation was made by Ald. Kocha, seconded by Ald. Sladek.

Ald. Kocha withdrew the motion.

A motion to report back at the next Personnel Committee meeting the comparison of job duties in the Web & Graphic Designer job description and the Graphic Artist job description and the reason for the changes was made by Ald. Nicholson, seconded by Ald. DeWane. Motion carried unanimously.

8. Request by Ald. Nicholson to review the Assistant Police Chief job description.

Ald. Nicholson inquired if the job duties of the Assistant Police Chief include assuming the duties of the Police Chief when the Police Chief is out of the office or on vacation and whether those duties include serving as the acting Chief on an interim basis similar to the situation currently.

Chief Molitor stated when he was Asst. Chief he assumed the duties of the Police Chief when the Chief was out of town or on vacation. Director Boland stated that language is included under item #6 of the job description which states “assumes the responsibility of the Police Chief in their absence”.

Ald. Nicholson asked why the Assistant Chief wasn't appointed to the Chief position when Chief Arts retired. Director Boland explained that assuming the responsibilities of the Police Chief in their absence is not the same as being appointed as the Police Chief. Ald. Kocha stated that the use of the word “absence” implies the individual belongs somewhere and is absent from their post. Absence implies that the Chief is still employed.

A motion to report back at the next Personnel Committee meeting the review of the Police & Fire Commission minutes regarding the appointment of the Interim Police Chief was made by Ald. Nicholson, seconded by Ald. Kocha. Motion carried unanimously.

9. Request by Ald. Nicholson, per the request by Ald. DeWane, to provide a report on overtime received by DPW Operations supervisory staff (2008 to present).
  - a. All pay outside of base pay received by DPW Operations supervisory staff including compensatory time.
  - b. Overtime earned at straight time and overtime earned at time and a half.
  - c. Standby/on-call pay.

Director Boland provided a report and gave a brief overview of the overtime received by the DPW Operations supervisory staff from 2008 to the present. The report shows that the reduction in overtime has been reduced significantly since 2009. The reduction is due to modifications made in the way that supervisors respond to call-ins, and instead of being paid a three hour minimum for call-ins are paid for actual hours worked. Discussion followed regarding why the change in overtime was made.

A motion to receive and place on file the report on overtime received by DPW Operations supervisory staff (2008 to present) was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

10. Discussion with possible action on options regarding transports by the Police Department.

Ald. Nicholson inquired if the Chief foresees any issues with DOC in regards to non-violent transports.

Chief Molitor stated the department does not want to provide unnecessary transports, but the question is what is unnecessary. Chief Molitor met with and rode with some of the day shift officers and it takes an approximately an hour to respond to those types of calls and transports. Chief Molitor also met with Mr. Neumann of the Department of Corrections to discuss the criteria for determining whether a police transport is necessary. The DOC has purchased another van for transports. There has been a seven percent reduction in calls through the end of 2012 and about an 11-12% reduction in the last two months since the committee has been looking at this issue. The Police department will continue to work with the DOC to reduce the number of unnecessary transports.

A motion to report back quarterly the statistics on transports of probation and parole clients by the Police Department to the Brown County Jail was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

11. Labor negotiations.

- a. Approval of the Agreement between the City of Green Bay and Teamsters Local 662 Representing School Crossing Guards for 2013 with no wage increase.

A motion to approve the Agreement between the City of Green Bay and Teamsters Local 662 Representing School Crossing Guards for 2013 with no wage increase was made by Ald. DeWane, seconded Ald. Sladek. Motion carried.

- b. Update and discussion regarding labor negotiations.

A motion to convene in closed session was made by Ald. Sladek, seconded by Ald. Sladek. Roll call vote 4-0.

Reporting out of closed session, a motion to receive and place on file the update and discussion regarding labor negotiation by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

12. Request by Ald. Nicholson to review Personnel Action Forms as part of the Personnel Committee.

Director Boland explained that Personnel Action forms are completed anytime there is a change that affects an employee's pay status. The personnel action report is a summary of these status changes.

A motion to receive and place on file was made by Ald. Nicholson, seconded by Ald. Kocha. Motion carried unanimously.

13. Report of routine Personnel Actions for regular employees and seasonal Park Dept. employees.

A motion to receive and place on file the routine report of Personnel Actions for regular employees and seasonal Park Department employees was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Kocha at 8:00 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary