

**MINUTES**  
**PERSONNEL COMMITTEE**

Tuesday, January 14, 2014

City Hall, Room 207

3:00 p.m.

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

Others Present: Lynn Boland, Melanie Falk, Tom Molitor, Tony Wachewicz, Dawn Foeller, Steve Grenier, Cheryl Renier-Wigg, Randy Van Straten and others.

1. Roll Call.

2. Adoption of the Agenda.

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

3. Approval of the minutes of the meeting of December 10, 2013.

A motion to approve the minutes of the meeting of December 10, 2013 was made by Ald. DeWane seconded by Ald. Sladek. Motion carried unanimously.

4. Presentation by Bellin Health on the 2013 Health Risk Assessment Executive Report for the City of Green Bay.

Director Boland introduced Randy Van Straten, Vice President of Business Health Solutions for Bellin Health to give an overview of the process and a summary of the results. This was the first year the City used Bellin Health for the health risk assessments (HRA) using a product called Healics.

Mr. Van Straten began the presentation by reviewing a sample of the report employees received after completing their HRA. Healics is a product that assesses a person's risks based on biometrics and is a good objective scoring health risk appraisal tool. Mr. Van Straten explained it's not how the individual answers the questions, its how they perform based on their blood work, blood pressure and on biometrics such as height, weight, and score. Healics is set up to give a score between 0 to 100; with 100 being a very low risk and 0 being a very, very high risk. Employees receive a confidential report of the results which gives the employee a snapshot of their health. It is recommended the employee take the report to their primary health physician. The lab work done for the HRA would cost approximately \$365 if done in a clinic and charged to the City's health plan, but because the HRA's are done in volume, the cost of an HRA with feedback is about \$50.

Mr. Van Straten then provided a summary of the City's overall results. In 2013, the City had 1250 individuals participate in the health risk assessments, which included 825 employees, 423 spouses and 2 others. The average age of the participants was 44.2, with an average score of 75.5. Healics conducts over 110,000 HRA's throughout the nation with an average score of 70.6, so the City's average score was above the national average. Mr. Van Straten continued reviewing the summary result information.

Discussion followed regarding participation by employees and the City in the health risk assessments, the confidentiality of the information, and the Healics comparison groups. The City does not receive individual employee results, only a summary report of the results.

A motion to receive and place on file the 2013 Health Risk Assessment Executive Report presented by Bellin Health was made by Ald. Kocha, seconded by Ald. DeWane. Motion carried unanimously.

5. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.
  1. Clerk III Front Desk – Police
  2. Assistant City Attorney I/Community Prosecutor – Law
  3. Neighborhood Development Specialist – Community Development
  4. Sweeper/Flusher Operator (Days) – Public Works
  5. Tractor Operator (Street) – Public Works
  6. Truck Driver (Street) – Public Works

A motion to take items 5.1 through 5.6 in one motion was made by Ald. DeWane, seconded by Ald. Kocha. Ald. Nicholson requested to take item 5.3 separate. Motion carried unanimously.

A motion to approve items 1, 2, 4, 5 and 6 and all subsequent vacancies resulting from internal transfers was made by Ald. Kocha, seconded by Ald. DeWane. Motion carried unanimously.

A motion to approve the request to fill item 5.3, the Neighborhood Development Specialist position and all subsequent vacancies resulting from internal transfers was made by Ald. Kocha seconded by Ald. DeWane.

Ald. DeWane inquired if this position is needed.

Cheryl Renier-Wigg, Neighborhood Development Supervisor stated this position works with the neighborhood associations, but the primary goal of this position is to administer the block grant and HOME funds. This position handles the neighborhood stabilization program, the acquisition, disposition in the impact areas, and working on the new housing developments.

Motion carried 3-1, with Ald. Nicholson voting no.

6. Request by Ald. Moore that the 2% general salary increases scheduled for the start of the pay period in which October 1, 2014 occurs be conducted as follows:
  - a. The salary increase will not take effect for current employees without a merit review recommendation by the Director or designee of that employees department. Department Heads to be reviewed by the Mayor.
  - b. The 2% general salary increase will be delayed until a newly hired employee has been employed for 6-months and receives a merit review recommendation as discussed in item 6.a.

A motion to hold items 6.a and 6.b until the next Personnel Committee meeting was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

7. Request by the Human Resources Director to approve the following contract agreements for the 2014 calendar year with a 2% general salary increase effective with the start of the pay period in which October 1, 2014 occurs.
  - a. City of Green Bay Parks and Forestry Labor Association
  - b. City of Green Bay Department of Public Works Labor Association

Director Boland explained that due to Act 10, the Parks and Forestry Labor Association and the Public Works Labor Association no longer have the right to negotiate conditions in a collective bargaining agreement other than base wages. Director Boland met with these groups to negotiate the 2% salary increase which is included in the 2014 budget.

Ald. DeWane expressed concern that union representatives were unable to attend today's meeting due to the early start time and asked about seeing a copy of the contract. Director Boland explained the contracts are only a couple of pages long now that wages are the only permissible subject of bargaining. Director Boland will provide copies of the contracts to the committee members in the future.

A motion to approve the contract agreements for item 7.a. and 7.b was made by Ald. Sladek, seconded by Ald. DeWane.

Ald. Nicholson stepped away from the meeting and Vice Chairman Kocha took over moderating the meeting.

Motion carried 3-0.

Ald. Nicholson returned.

8. Update and discussion regarding labor negotiations.

A motion to convene in closed session was made by Ald. Kocha and seconded by Ald. Sladek. Motion carried on roll call vote, 4-0. Ald. Kocha read the closed session language.

A motion to reconvene in open session was made by Ald. DeWane and seconded by Ald. Kocha. Motion carried unanimously.

Reporting out of closed session, a motion to approve the tentative agreement between the City and the Green Bay Metro Bus Mechanics was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

9. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. DeWane, seconded by Ald. Kocha, motion carried unanimously.

10. Report of the Human Resources Director.

Director Boland reported that Chief Molitor has decided to hold filling the Assistant Chief of Police position at this time in order to flatten the organization. The Chief would like to try some other options and will utilize the vacant assistant chief position to bring up a lieutenant to provide more direct training under the Chief. Chief Molitor is unsure if this will work in the long term and may find he needs to go back and fill the Assistant Chief position in six months to a year.

A motion to receive and place on file the report by the Human Resources Director that Chief Molitor will hold filling the Assistant Chief of Police position at this time, was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

Fire Chief Litton introduced interim Division Chief Brent Elliot to the committee.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Kocha at 3:45 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary