

MINUTES
PERSONNEL COMMITTEE

Tuesday, July 1, 2014

City Hall, Room 207

4:30 p.m.

Members Present: Ald. Andy Nicholson, Ald. Thomas DeWane, Ald. Guy Zima, Ald. Thomas Sladek

Others Present: Lynn Boland, Kim Flom, Dawn Foeller, Tony Wachewicz, Tom Molitor, Steve Grenier, Mark Freberg, Mike Hronek, Robyn Hallet, Melanie Falk, Coleen Hinz 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 June 3, 2014.

A motion to approve the minutes of the meeting of June 3, 2014 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Forestry Worker II – Parks, Recreation and Forestry
- b. Building Custodian II – Planning/Mason Manor

A motion to approve the request to fill Forestry Worker II and Building Custodian II positions and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

5. Request by Ald. Tom Dewane, to look at bringing back sergeants in the Police Department with possible action.

Ald. DeWane explained this topic has been discussed since 2006. Comments have gone back and forth. The concern is having enough patrol officers on the street and looking at different ways to help the City of Green Bay and the Police Department. Ald. Nicholson asked if Ald. DeWane had a recommendation. Ald. DeWane realizes there may be some problems in bringing this forward. The City Attorney believes it's illegal. Ald. DeWane believes every municipality has the right to run their departments and if there is some way or something that we have to do to follow proper policy, then we should do that.

Atty. Wachewicz stated that when he learned of the current proposal last week, he reviewed this because of the potential of legal complications. Atty. Wachewicz wants to understand what the proposal is, what the goal is, or what the committee is trying to accomplish before he can determine a way to achieve this. Currently there are a number of legal obstacles that would prevent this from being executed right now.

Ald. DeWane stated that if lieutenants were reversed to sergeants, this would put more manpower on the street. He further stated that the lieutenants would not see a reduction in the pay rate.

Atty. Wachewicz commented that the statute creates a problem and prohibits taking lieutenants and moving them to sergeants because that is within the legal authority and jurisdiction of the Police and Fire Commission. The statute specifically talks about when you reduce someone in rank. He further stated that if you were to take lieutenants and move them to sergeants that would be contrary to the statute if the move is done without following some sort of procedure, which would likely require a hearing.

Ald. DeWane asked Atty. Wachewicz if this would have to go before the Police and Fire Commission. Atty. Wachewicz replied yes, and foresees that any potential lieutenant would have the right to have a hearing in front of the Police and Fire Commission to contest that position.

Ald. DeWane asked what the process would be if we were to start hiring sergeants instead of lieutenants, and if lieutenants could stay where they are at until we gradually grandfather them out. Ald. DeWane realizes that could be a lengthy process. Atty. Wachewicz stated that may be a possibility through the budget process where you are basically creating a new position and structure. He further stated that how that would take shape would need to be worked out in greater detail.

Ald. Nicholson asked what state statute covers this. Atty. Wachewicz replied Wis. Stat. 62.13 (5)(em).

Ald. Zima asked Atty. Wachewicz if there was anything contrary, in his opinion, that the Police and Fire Commission has the authority to make the decision. Atty. Wachewicz replied no, the statute is clear. Ald. Zima affirmed the Police and Fire Commission is autonomous so their decision is final regarding these matters. Atty. Wachewicz agreed.

Ald. Zima asked Ald. DeWane to talk about the benefits of bringing back sergeants. Ald. DeWane explained he brought this request forward because this issue has been in front of us since day one. Ald. Nicholson tried bringing this forward three or four times and it keeps coming up so, we decided to bring this forward, discuss it, and see what the possibilities are. It's common knowledge that we need more men and women that can respond to these calls. Ald.

DeWane understands lieutenants respond to calls, but that is more so for emergencies or higher cases.

Ald. Zima inquired about the staffing report. Chief Molitor replied the staffing report is done. Ald. Zima would like to look at the staffing report because his sentiments are with Mr. DeWane. He stated that our City has changed and police protection is an important topic on people's minds. The safety of the community, the beauty of the community and the services people receive are what make a community. None of that works if there isn't a feeling of safety. The police chief has talked about wanting to get more out of his staff, and is trying to work in that direction. Ald. Zima thinks safety of the community is probably the top priority and is in favor of increasing staff if needed. Ald. Nicholson stated the staffing report can be brought up under item 6, regarding the discussion of hiring an outside consultant to study the Green Bay Police Department organization.

Ald. Sladek stated it's important to have clarity about what the objective is. We need to understand exactly what is being proposed, and the objective that we are trying to reach. Ald. Sladek noted that reference to slow response time or not enough people responding on the street has been discussed. He asked if there was any information that response time has slowed down, or whether there is data to say we should be dissatisfied with response times and should be trying to do something about it? Ald. Sladek asked what it is that leads us to believe making this change would be the best thing to solve that problem.

Ald. Nicholson would like the committee to hold this item in order to have time to review the opinion Atty. Wachewicz submitted regarding this matter, ask questions and move forward one way or another.

Chief Molitor stated he was a detective sergeant under the old way of doing business and knows how the department worked then and how it works now. The lieutenants today do everything that sergeants used to do; they respond to calls and back up officers on a daily basis. If staffing is the issue, and the chief believes it is, there are a number of key components to staffing. One is recruitment and retention. There have been some challenges in recruiting quality candidates. For example, we may have 275 candidates apply; test and then only five or six make it through to the hiring process, and on occasion, drop out during the FTO (Field Training) process. The FTO process, which trains individuals on the department's system of doing business, can be very stressful. The department has made some changes in the training process in order to help alleviate some of that stress, but it still takes about five months from the time an individual is hired until they are road worthy. Chief Molitor explained the department has been trying to hire 5 or 6 people since the beginning of the year. Five individuals were hired last week, so the department is up to 191 officers, with full staff being 192. The weight of those five individuals on the road won't be felt until five months from now.

Chief Molitor further explained that another element in staffing is the training role. He stated that the department has contractual training, SWAT training, dive training, and the training unit to train our people. When officers are training, they are either taken off their shift or if the training is done outside of their shift, the officer is given a time for time offset. That results in taking officers out of the rotation of handling calls. This summer, the department is limiting training until the staffing starts to moderate a little.

Ald. Nicholson felt that Chief Molitor was addressing the organizational structure in agenda item #6 rather than the issue of bringing back sergeants. Chief Molitor stated this is in regards to sergeants; lieutenants do exactly what the sergeants did. Chief Molitor indicated if the committee wants to help with staffing then add more patrol officers on the street. Discussion continued regarding the number of budgeted officer positions.

Chief Molitor stated it's important to have supervisors who are part of the management team, and sergeants are not supervisors. Ald. Zima noted there is more flexibility with lieutenants than with sergeants. Chief Molitor agreed and said a lot of the police job is about accountability. The department has great officers, but there needs to be accountability to make sure everyone is doing what they are supposed to be doing. It typically doesn't work well to have peers watching over each other. Chief Molitor explained that the police department has cut a layer out of the bureaucracy of managing our police department, so we have a flatter organization which facilitates communication a lot better. Chief Molitor went on to say if the committee wants to help with staffing, he needs more officers, not sergeants.

A motion to hold the request to look at bringing back sergeants in the Police Department until the next meeting was made Ald. Zima, seconded by Ald. DeWane. Motion carried unanimously.

6. Request by Ald. Tom DeWane, to discuss with possible action, hiring an outside consultant to study the Green Bay Police Department organization and discuss any cost savings the consultant may bring forward at a later committee meeting.

Ald. DeWane stated studies have been done in other departments and he would like to see a consultant brought in to review the pay rates, and look at the overall organization of the Police Department, especially if the department stays with lieutenants.

A motion to hire an outside consultant to study the Green Bay Police Department organization and discuss any cost savings the consultant may bring forward at a later committee meeting was made by Ald. DeWane, seconded by Ald. Zima.

Ald. Zima would like time to review the overall organizational chart and look at the department organization historically prior to making a decision about hiring a consultant for a study. Ald. Zima stated that he is not opposed to a study.

Chief Molitor handed out a report on police staffing.

Ald. Sladek agrees with Ald. Zima's approach and would like to sit in on a meeting with the Chief to review the data in the report prior to making any decisions regarding a study.

A motion to hold the request to hire an outside consultant to study the Green Bay Police Department until the next committee meeting was made by Ald. Sladek and seconded by Ald. Zima.

Ald. Nicholson inquired if sergeants and inspectors are considered supervisors. Chief Molitor explained for purposes of the report they are listed as supervisory personnel because they performed first line supervisor activities, which means they didn't ride in a zone. Ald. Nicholson asked if there was a difference in the authority of sergeants and inspectors compared to lieutenant back in 1990. Chief Molitor explained that lieutenants could discipline, while sergeants and inspectors could not.

Motion carried.

7. Request by Ald. Nicholson to review the progress of the traffic unit within the Green Bay Police Department.

Ald. Nicholson asked if the department was close to putting together a traffic unit, and how the department was managing traffic. Chief Molitor explained the department is managing traffic by assigning four officers to traffic, two on days and two on afternoons. These officers also provide backup for other calls as needed. The Chief noted that after Ald. Nicholson's request was brought forward, it was discovered that supervisors were instructing these officers to handle calls while doing traffic, which resulted in traffic duties only being done about 50% of the time. Chief Molitor discussed this with the shift captains and over the month of June the amount of time spent performing traffic duties has been improved by almost 11.5%. The officers on day shift are now spending approximately 80% of their time on traffic related duties, which includes running radar, stopping people who run stop signs, handling complaints, etc. The afternoon shift is busier which creates more challenges, but those officers are spending approximately 60% of their time on traffic related duties.

Ald. Zima asked if the numbers are different from two months ago. Chief Molitor stated the department took a look at the amount of time spent on traffic duties due to the drop in the number of citations issued and found the officers were handling more calls than originally thought. Ald. Zima inquired if more officers need to be added for patrol. Chief Molitor explained this goes back to staffing, and the elements that affect staffing. A number of items affect staffing such as contractual training, light duty assignments due to on-the-job injuries and FMLA. Not all of these elements can be controlled. The Chief went to say the department reviewed the daytime frequency regarding the demand for service and found the biggest demand for service is between the hours of 10:00 a.m. and

6:30 p.m. As a result, the late day shift hours have been changed to provide more overlap with the afternoon shift. The shift is not fully staffed yet, but once it is staffed, it will provide better service during the high peak demand hours.

Discussion continued regarding increasing staffing and revenue. Chief Molitor explained traffic enforcement is about more than issuing citations; officers may issue a verbal or written warning. Ald. Zima and Nicholson stated the discussion on increased staffing is for the 2015 budget. Chief Molitor would like time to see the impact on staffing once the department is fully operational at 192 officers.

Ald. Nicholson stated his goal is to achieve 100% traffic enforcement by the officers who are assigned traffic duties and asked how the committee and police department can achieve that goal. Chief Molitor stated assignments have been made to four people; now time must be carved out so those officers can dedicate 100% of their time to traffic enforcement. This will give the department the flexibility to count those officers toward staffing and they will have to pick vacation with the rest of their shift. Chief Molitor stated he needs the flexibility to be able to manage. Ald. Zima asked if the Chief needed a consultant to put this together. Chief Molitor replied he didn't think so; he has a very good staff.

A motion to hold the review of the progress of the traffic unit within the Green Bay Police Department for one month, continue with the progress, and open communication with the Chief was made by Ald. DeWane and seconded by Ald. Zima. Motion carried unanimously.

8. Request by Ald. Wery to review with possible action, the job description of Web & Graphic Designer.

Ald. Wery was not present at the meeting.

A motion to hold the request by Ald. Wery to review with possible action, the job description of Web & Graphic Designer until the next meeting was made by Ald. DeWane and seconded by Ald. Nicholson. Motion carried unanimously.

9. Request by DPW for out-of-state travel for Fleet Manager, Nathan Wachtendonk to evaluate Morbark tub grinders in Lima, OH and Winn, MI on July 21 and 22, 2014 with Morbark covering all costs.

Ald. Sladek asked what a tub grinder is. Public Works Director Grenier explained a tub grinder is a large piece of equipment the department uses at the yard waste processing facility. It's used for grinding large pieces of wood into compostable or mulch size pieces.

A motion to approve the out-of-state travel request for Fleet Manager, Nathan Wachtendonk was made by Ald. DeWane, seconded by Ald. Zima. Motion carried unanimously.

10. 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. Zima, motion carried unanimously.

11. Update and discussion regarding labor negotiations.

A motion to receive and place on file the update regarding labor negotiations was made by Ald. DeWane, seconded by Ald. Zima, motion carried unanimously.

12. Update by staff on status of the review of the Housing Administrator position.

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

Reporting out of closed session, a motion to provide an update on the status of the review of the Housing Administrator position at the next Personnel Committee meeting 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. Sladek at 5:35 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary