

MINUTES
PERSONNEL COMMITTEE

Wednesday, July 15, 2015
City Hall, Room 604
4:32 p.m.

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

Others Present: Ald. Steuer, Lynn Boland, Steve Grenier, Kim Flom, Tom Molitor, Ben Allen, Melanie Falk, Coleen Hinz and others.

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda and move item 14 after 3 was made by Ald. DeWane, seconded by Ald. Zima. Motion carried unanimously.

3. Approval of the minutes from the May 13, 2015 meeting.

A motion to approve the minutes from the May 13, 2015 meeting was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

4. Request to approve the collective bargaining agreement with the Fire Union for a 3 year term (January 1, 2015 through December 31, 2017) for a general wage increase of 2% effective July 1, 2015, 2% effective July 1, 2016, and 2% effective July 1, 2017.

A motion to approve the collective bargaining agreement with the Fire Union as presented was made by Ald. DeWane, seconded by Ald. Zima. Director Boland stated this agreement is consistent with discussions the committee had in closed session in May 2015.

Motion carried unanimously.

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

- a. Truck Driver – Public Works
- b. Mechanic Lead worker – Public Works (internal transfer resulted in a mechanic vacancy, offer extended pending final approval)
- c. Building Custodian – Police
- d. Park Maintenance Worker – Parks, Recreation & Forestry
- e. Assistant City Attorney I/Community Prosecutor – Law
- f. Clerk III (Front Desk) – Police

A motion to approve the requests to fill replacement positions 4a through 4f was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

6. Request to award a contract to Orthopedic & Spine Therapy not to exceed \$20,000 to work with the City of Green Bay on injury prevention for police and fire utilizing a physical therapist. Funding to come from a \$10,000 CVMIC grant and \$10,000 from the worker compensation budget.

A motion to approve the request as presented was made by Ald. DeWane, seconded by Ald. Zima.

Under discussion, Ald. Sladek asked how the selection of Orthopedic & Spine Therapy was made. Director Boland stated the City issued an RFP to the physical therapy community utilizing the Purchasing department's process. After interviewing the finalists, the decision was made to recommend awarding the contract to Orthopedic & Spine Therapy. CVMIC is the City's worker's compensation provider.

Motion carried unanimously.

7. Request to consider contracting with Carlson Dettman Consulting to conduct a classification and compensation study of all regular positions in the City, except for protective service positions and engineering positions previously studied. The cost of conducting the study is estimated to be \$59,500, plus mileage and travel expenses to conduct the full study for up to 170 job classifications. Consultant's fee will be adjusted by \$250 per job evaluation over or under the 170 classifications. Following adoption of the plan the Consultant will also be available to handle classification appeals for \$150 per appeal.

Director Boland stated Carlson Dettman Consulting conducted a classification and compensation study for the engineering staff positions last year. The study was done for two reasons; one to review the classifications and to provide a grading system for our positions; and two, utilizing the salaries of our current staff and outside data from both public and private sector employers, Carlson Dettman developed a pay range so the City could be competitive from a market standpoint. Director Boland said the last time the City conducted a classification and compensation study was in the early 1980's. There have been a number of requests to look at positions and it's becoming difficult to try and figure out on a position by position basis using a 40-year old classification system.

Director Boland stated the recommendation is to contract with Carlson Dettman Consulting for an overall study, excluding protective service positions. Carlson Dettman conducted the classification and compensation study for the engineering positions and is currently conducting a similar study for all positions at the Water Utility.

Ald. Zima stated the engineering study was conducted due to the high turnover rate of those positions and asked about the annual turnover rate for all positions. Director Boland estimated the annual turnover rate around 10%, but would need to double check those numbers. Ald. Zima stated exit interviews should be required for all employees in order to help the City determine why employees terminate employment. Ald. Zima requested a report on turnover and for information on why the City cannot conduct the study in-house.

Ald. DeWane believes the study could be conducted in-house too; and feels the mileage and travel expenses could be expensive and unnecessary with the availability of phone and the internet. Director Boland stated the mileage and travel expenses would be for on-site work at the City in order to roll-out the classification requirements and to meet with employees. Director Boland will get an estimate of the mileage and travel expenses from Carlson Dettman, but does not anticipate these to be excessive.

Ald. Sladek asked Director Boland whether this work was contemplated for this year and if the cost of the study was included in the budget. Director Boland stated it was not contemplated, but there have been discussions regarding conducting a study rather than continuing to do things piece meal. The first payment could be paid for out of the Human Resources budget in 2015.

Ald. Sladek then asked how many employees are covered by the 170 job classifications. Director Boland said approximately 500 employees. Director Boland believes one thing a job classification study will do is reduce the number of job titles in the City.

A motion to hold until the next meeting the request to consider contracting with Carlson Dettman Consulting to conduct a classification and compensations study of all regular positions in the City was made by Ald. Zima and seconded by Ald. Sladek. Motion carried unanimously.

8. Request to approve the reclassification of the Police Chief position from pay grade 43 (\$85,802 - \$106,718) to pay grade 44 (\$90,167 - \$112,171) effective upon appointment of the new Police Chief.

A motion to approve the request as presented was made by Ald. DeWane and seconded by Ald. Sladek.

Under discussion, Ald. Nicholson questioned if these rates would apply to the interim Police Chief. Director Boland replied no, these rates would be effective with the appointment of the new Police Chief. Ald. Sladek asked when this position was last reclassified. Director Boland believes it may have been reclassified in 2001 or 2002. Ald. Zima requested the salary information on this position from 2000 to present. Ald. DeWane stated there may be other positions that are underpaid that

should be looked at. Director Boland stated police captain and lieutenant wages were recently adjusted and police officers are currently in negotiations.

Discussion continued on the salary comparisons with other municipalities. Fond du Lac, Sheboygan Falls, Manitowoc and Oconomowoc will be added to the comparison.

A motion to hold until the next meeting the request to approve the reclassification of Police Chief from pay grade 43 to pay grade 44 effective upon appointment of the new Police Chief was made by Ald. Zima and seconded by Ald. Sladek.

Under discussion, Ald. DeWane supports reclassifying the position now, rather than waiting until the next meeting as the City is currently in the process of recruiting for Police Chief. Ald. Zima feels staff overstepped their boundaries by advertising the position at the reclassified wage rate. The position should have been advertised with an asterisk noting the wage rate is under review and subject to change.

Motion carried 3-1. Ald. DeWane voted no.

9. Recommendation to revise the classification structure for the Department of Public Works Labor Association (DPWLA) to be effective the first of the payroll period in which October 1, 2015 occurs. The annual cost of implementing the revised classification structure is approximately \$54,621 or 1% of the total DPWLA payroll with approximately \$39,000 from the general fund.

Director Boland explained DPW has 120 positions, which are divided into 10 different pay levels with 36 different job titles. The current schedule was established many years ago and jobs have evolved and changed as a result of new technology and different ways to perform the work. Under the current classification structure, each time an employee is assigned a task in another job title they are paid out-of-class. Since the pay differential between the pay levels is minimal, we looked at consolidating the classifications into broader classifications to help the organization run more efficiently. This is not a classification study like the proposal for Carlson Dettman; this is just consolidating the current 10-pay levels into 5-pay levels. This will reduce the amount of out-of-class pay, and make for broader pay ranges. The labor association has reviewed the revised classification structure.

A motion to approve the recommendation to revise the classification structure for the DPWLA was made by Ald. DeWane and seconded by Ald. Sladek for discussion.

Ald. Sladek supports the recommendation in general as it will make the pay schedule administratively more straight forward and provide for increased flexibility. Ald. Sladek questioned how the rate was determined for Grade A (G1, G2, B1). Director Grenier explained the labor association asked to have the flusher operators which are more consistent with truck drivers combined with G1 and G2. Because

the intent of the program was not to have anyone suffer a pay decrease, the G3 category pay rate, which is the current rate for day flusher operators was used for Grade A.

Ald. Sladek then asked why the provision regarding the starting rate percentages for new employees in the G1 pay grade was being eliminated. Director Boland explained it hurts recruitment abilities as it's difficult to recruit at the starting rate and have employees then transfer to different positions.

Motion carried unanimously.

10. Request for out of state travel for DPW Communications & Electronics Tech Randy Frailing to attend the National Public Safety Telecommunications Council Regional Planning Workshop in Washington, D.C. on August 18, 2015.

A motion to approve the request for out of state travel for Randy Frailing was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

11. Request by Ald. Tom DeWane to add another employee to help with community development.

Ald. DeWane stated community development needs help with work in their department. Director Flom stated the goal is to hire an individual similar to the current Neighborhood Development Specialist, but on a part-time limited term basis, working 24 to 28 hours per week. The estimated cost over the course of a year spanning 2015-2016 would be \$25,000 to \$30,000. This individual would help administer the Neighborhood Enhancement fund program.

A motion to approve the request to add a limited term Neighborhood Specialist for one year for up to 28-hours per week was made by Ald. DeWane and seconded by Ald. Zima. Motion carried unanimously.

12. Request by Ald. Nicholson for a report/recommendation on a program for a Gang Task Force along with the resources necessary for that plan with possible action.

Lt. Allen gave a power point presentation on the Green Bay Police Department Gang Task Force which included:

- Current Gang Task Force
- Definition of a gang
- Criteria used to confirm a gang member
- The impact of gangs on the community
- Suppression of gangs
- Community engagement
- Trends in Green Bay
- Review of identified gang activity and incidents from 2009 – 2015
- Task Force development strategies and design

Lt. Allen stated the recommendation is to have 4-officers and 1-supervisor assigned to the task force. One of the pitfalls other agencies noted was not having direct supervision.

Ald. Zima questioned how many officers need to be assigned to the task force to get a handle on gangs. The safety of the community is the most important thing.

Ald. Nicholson stated the recommendation to add 4-officers is a start. The cost of the Gang Task Force would be for 4-officers, 1-supervisor and equipment and training.

A motion to refer to the Finance Committee for review of the finances for the recommendation on a program for a Gang Task Force along with the resources necessary for that plan with possible action was made by Ald. DeWane, and seconded by Ald. Zima. Motion carried unanimously.

13. Quarterly report on the number of speeding citations issued by the Green Bay Police Department with possible action.

Chief Molitor gave the committee members a report on the quarterly traffic citation totals. The report showed 279 speeding citations issued in the first quarter and 436 speeding citations issued in the second quarter. Total traffic citations for the second quarter were 1,472 compared to 1,379 in the first quarter.

Ald. DeWane asked why a Ledgeview police officer would stop an individual he saw speeding in Green Bay. Chief Molitor explained there is a county-wide speed wave grant that other jurisdictions participate in. Speed waves may be conducted in Ledgeview, DePere, Green Bay or any other jurisdiction in the county on any given day. When the speed wave is going to be in Green Bay, the district captains are consulted as to where there are problem areas. The City also has a speed wave grant specifically for Green Bay.

A motion to receive and place on file the quarterly report on the number of speeding citations issued by the Green Bay Police Department was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

14. Request by Ald. Nicholson for a review of all calls for service in the last 24-months where lieutenants in the Police Department were the primary responder.

Chief Molitor stated as discussed at the last meeting, there is no way to distinguish who the primary responder is. For example, if a lieutenant makes a traffic stop and it turns out it's a drunk driver, an officer would be called and the officer would take over the call.

Ald. Nicholson stated the communication is calls for service, not initiating the call. Chief Molitor responded it's the same thing, that's how CAD lists all of our calls.

Ald. Nicholson is looking for calls that come through the radio where the lieutenant is primary. Chief Molitor stated there is no such thing as a primary officer and lieutenants would not be the primary on any call. Being the primary on a call means they are working that call, doing the paperwork or taking a statement and that is not the function of a supervisor. The function of a supervisor is to supervise.

Ald. Nicholson said Chief Molitor stated at a previous meeting that lieutenants don't take calls. Chief Molitor said lieutenants do take calls as a backup unit, they are still police officers. Ald. Nicholson stated we were trying to present a plan to implement the sergeants where they would take primary calls as a buffer between supervisors and line. Chief Molitor stated if they take primary calls, then they are not a supervisor.

Ald. Nicholson sees a problem with the Green Bay Police Department, because when line officers are all on calls and there are calls out there that should be taken, the supervisor should be taking those calls.

A motion to receive and place on file the review of all calls for service in the last 24-months where lieutenants in the Police Department were the primary responder was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried unanimously.

15. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Sladek at 6:15 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary