

PERSONNEL AND LABOR RELATIONS COMMITTEE

January 27, 2020

County Boardroom, Green County Courthouse

7:00 PM

Members Present

Art Carter
Jerry Guth
Herb Hanson
Harvey Mandel
Richard Thoman*
Kristi Leonard
Erica Roth*

Others Present

Arianna Voegeli
Brian Bucholtz
Delores Merrick*
Andrea Sweeney*
Dan Williams
Ryan Camron

*Indicates virtual presence

The meeting was called to order by the Chair Art Carter.

Motion by Hanson, seconded by Mandel to approve the minutes of the December 16, 2020 meeting. Motion carried on a voice vote.

Human Services Director Dan Williams requested authorization to offer 10 days of vacation at hire for CLTS Case Worker candidate. **Motion by Hanson, seconded by Guth to authorize offering 10 days of vacation at hire to the CLTS Case Worker candidate. Motion carried on a voice vote.**

Human Services Director Williams explained the proposed modifications to Human Services positions. He requested authorization to eliminate 1.0 FTE AODA Secretary position and creation of 1.0 FTE Billing Specialist position. The proposed changes would reduce the amount of tax levy by \$6,169.54 (Exhibit 1). **Motion by Hanson, seconded by Guth to approve the elimination of 1.0 FTE AODA Secretary position and creation of 1.0 FTE Billing Specialist position.**

Human Services Director Dan Williams explained that he is requesting that the job title for (6) Secretary positions in the Human Services department be changed to "Office Associate", and the positions be reclassified from Pay Group 4, Grade 55 to Pay Group 4, Grade 56. This reclassification would result in an increase to levy in the amount of \$3,965.73 (Exhibit 1). **Motion by Hanson, seconded by Guth to approve changing the job title from "Secretary" to "Office Associate" and approve the reclassification to Pay Group 4, Grade 56. Motion carried on a voice vote.**

Human Services Director Dan Williams requested to reclassify the Human Services Receptionist position from Pay Group 4, Grade 54 to Pay Group 4, Grade 55. This reclassification would result in an increase to levy in the amount of \$1,331.20 (Exhibit 1). **Motion by Guth, seconded by Leonard to approve the reclassification of the Receptionist position from Group 4, Grade 54 to Group 4, Grade 55. Motion carried on a voice vote.**

Human Services Director Dan Williams requested to amend the Human Services Pay Group 4, Grade 51 to increase the steps by 4%. This amendment would result in an increase to levy in the amount of \$872.60 (Exhibit 1). This increase would be in line with the Secretary increases resulting from the reclassification that was approved earlier in the meeting. **Motion by Hanson, seconded by Mandel to approve the 4% increase to Pay Group 4, Grade 51. Motion carried on a voice vote.**

The committee discussed Green County employees and the vaccine. There is no intent to mandate the vaccine for employees.

Human Resources Director Delores Merrick provided the committee with information regarding the cost of moving 37.5-hour department heads to 40 hours as well the cost of moving staff to 100% of the wage study (Exhibit 2). No action was taken. The committee will review the info and discuss again at a future meeting.

Discussion continued regarding elimination of payout of unused vacation time. Administration staff was directed to gather input from department heads at the next department head meeting and report back to the committee with the feedback. Item will be placed on a future agenda for discussion and possible action regarding elimination of payout of unused vacation time and creation of vacation rollover. No action was taken.

There were no updates on converting personal, vacation, and sick time to Paid Time Off (PTO).

Discussion took place regarding evaluations for department heads. Human Resources Director Delores Merrick suggested a 360° evaluation format. Delores and Jerry Guth to work together to come up with a policy and evaluation method to bring back to the committee for consideration.

Current overtime was distributed (Exhibit 3). No action was taken.

There were no exit reviews, resolutions, or travel requests for consideration.

Motion by Hanson, seconded by Mandel to approve the bills as presented (Exhibit 4). Motion carried on a voice vote.

Chair Art Carter read the purpose of the closed session under Wis. Stats. 19.85(1)(c):
Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
Specifically, reappointment of Corporation Counsel.

Motion by Leonard, seconded by Mandel to enter into closed session. Motion carried unanimously on a voice vote as announced by the chair.

Motion by Guth, seconded by Mandel to reconvene in open session. Motion carried on a voice vote.

Motion by Guth, seconded by Mandel to add a closed session agenda item for reappointment of Corporation Counsel on the February agenda. Motion carried on a voice vote.

Motion by Guth, seconded by Mandel to amend the motions for agenda items 5, 6, and 7 (reclassification of (6) HS Secretary positions, reclassification of HS Receptionist position, and 4% increase to Group 4, Grade 51) to go into effect the first full pay period in March, 2021. Motion carried on a voice vote.

Motion by Mandel, seconded by Leonard to adjourn. Motion carried on a voice vote.