

PERSONNEL AND LABOR RELATIONS COMMITTEE

February 24, 2021

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*
Terry Snow
Chris Narveson

*Indicates virtual presence

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

Motion by Mandel, seconded by Thoman to approve the minutes of the January 27, 2021 meeting. Motion carried on a voice vote.

Human Services Director Dan Williams explained that there is a lot of confusion and disappointment among new employees regarding the vacation policy. He provided a recommendation that Human Services employees receive 8 days of vacation time upon hire and Human Services employees under two years of service receive a pro-rated number of vacation days (Exhibit 1).

The committee then moved to agenda item # 10 to discuss granting all full-time county employees vacation time upon hire. **Motion by Hanson, seconded by Mandel, that all full-time county employees receive 8 days of vacation at hire with the provision of no payout of unused vacation time for the first two years. The motion also excludes all Pleasant View Nursing Home employees. Motion carried on a voice vote.**

The committee then moved to agenda item # 11 to discuss receipt of pro-rated vacation days for employees under two years of service. **Motion by Leonard, seconded by Thoman to approve the receipt of pro-rated vacation days for employees under two years of service.** Discussion took place regarding employees who are approaching an anniversary date that may be unable to use the additionally-awarded time prior to their anniversary date. Further discussion took place regarding the formula to compute pro-rated vacation days. **A vote was not taken on the motion to approve the receipt of pro-rated vacation days for employees under two years of service and the motion died. No action was taken.**

Motion by Hanson, seconded by Mandel to reconsider and postpone item # 10 to a future meeting. Motion carried on a voice vote.

Pleasant View Nursing Home Administrator Terry Snow presented a job description for Dementia Care Technician Positions (Exhibit 2). She explained that the Dementia Care Center would be for respite stays for dementia patients. Discussion took place regarding funding for the position. Snow stated that the position will stay within the referendum levy and no additional levy will be required for the positions. The position would be placed at Grade F in the "PV" 1 pay group. **Motion by Hanson, seconded by Roth to approve the creation of the positions as presented with the provision that there be no additional tax levy used. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented updates to the Compensatory Time section in the Employee Handbook (Exhibit 3). **Motion by Mandel, seconded by Thoman to**

approve the changes to page 13 of the Employee Handbook as presented. Motion carried on a voice vote.

Human Resources Director Merrick presented updates to the Overtime section in the Employee Handbook (Exhibit 3) to comply with Fair Labor Standards Act (FLSA). **Motion by Hanson, seconded by Mandel to approve the changes to pages 12 and 14 of the Employee Handbook as presented. Motion carried on a voice vote.**

Human Resources Director Merrick presented other various updates to the Employee Handbook (Exhibit 3) which included updates to Additional Benefits, Leave of Absence, Family Medical Leave Act (FMLA), and grammar changes throughout the handbook. **Motion by Mandel, seconded by Leonard to approve the changes to the Employee Handbook as presented. Motion carried on a voice vote with Jerry Guth voting no.**

Human Resources Director Merrick presented updated changes to the Government Services Building Policy (Exhibit 4). **Motion by Guth, seconded by Thoman to approve the changes to the Government Services Building Policy as presented. Motion carried on a voice vote.**

Corporation Counsel Brian Bucholtz advised the committee that a Paid Time Off (PTO) work group is being formed which includes some department heads and some hourly employees.

Discussion took place regarding the SPL policy. **Motion by Hanson, seconded by Leonard to end the SPL Order on July 31, 2021 and modify the policy to add the following verbiage as a circumstance that allows the use of SPL: "Employee is told and submits proof to self-quarantine by the Health Department due to close positive contact and is unable to telecommute and has no other paid time available." Motion carried on a voice vote.**

Overtime usage and exit reviews were distributed and discussed (Exhibits 5 and 6). No action was taken.

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

Motion by Mandel, seconded by Thoman to approve the bills totaling \$78.75 as presented (Exhibit 7). Motion carried on a voice vote.

Chair Art Carter read the statement of purpose for 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 Guth, seconded by Thoman to enter into closed session. Motion carried unanimously on a voice vote as announced by the chair.

Motion by Hanson, seconded by Mandel to reconvene in open session for discussion and possible action on items discussed in closed session. Motion by Guth, seconded by Mandel to appoint Brian Bucholtz as Corporation Counsel for a 2-year term. Motion carried on a voice vote.

Motion by Hanson, seconded by Thoman to adjourn. Motion carried on a voice vote.