

PERSONNEL AND LABOR RELATIONS COMMITTEE

March 29, 2023

County Board Room, Green County Courthouse

5:00 PM

Members Present

Jerry Guth
Dave Tschudy
Michael Furgal
Kristi Leonard
Linda Boll
Harvey Mandel
Richard Thoman

Others Present

Delores Merrick
Brian Bucholtz
Craig Nolen
Arianna Voegeli
Todd Jenson
Andrea Sweeney
Maria Johnson
Kim Wilhite
Dan Williams
Tom Vale
Scott Jacobson

Chair Guth called the meeting to order at 5:00 PM.

Motion by Tschudy, seconded by Thoman to approve the minutes of the February 22, 2023 meeting. Motion carried on a voice vote.

Motion by Furgal, seconded by Boll to approve the out-of-state travel request for Human Services. Motion carried on a voice vote.

Motion by Leonard, Seconded by Tschudy to approve the Register in Probate travel request. Motion carried on a voice vote.

Motion by Leonard, seconded by Furgal to approve the creation of Land & Water Conservation LTE Summer Intern position as presented. Motion carried on a voice vote.

Chair Guth read the statement of purpose for 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 exercise responsibility, **Specifically: Discussion and possible action regarding DON employee RB moving from Step 6 to Step 9. Motion by Thoman, seconded by Boll to enter into closed session. Motion carried on a unanimous voice vote. Motion by Boll, seconded by Mandel to enter into open session for discussion and possible action regarding items discussed in closed session. Motion carried on a voice vote. Motion by Mandel, seconded by Boll to approve moving DON employee RB moving from Step 6 to Step 9 effective April 2, 2023. Motion carried on a voice vote.**

County Clerk Arianna Voegeli and Finance Director Andrea Sweeney explained to the committee that the Family Court Commissioner (FCC) is allowed a \$30,000 stipend for secretarial services for the FCC Office. Bringing secretarial services for the FCC in house would result in a slight cost savings to the county as well as provide consistency and customer-facing service in the FCC Office. **Motion by Furgal, seconded by Mandel to approve the creation of a 20-hour per week part-time employee with benefits under Pay Group 9, Grade 12, effective April 30, 2023. Motion carried on a voice vote.**

The committee discussed the request to eliminate 0.5 PTE Secretary position and create 1.0 FTE Legal Secretary position in the District Attorney's Office. **Motion by Furgal, seconded by Mandel to approve the creation of the 1.0 FTE Legal Secretary position. Motion by Thoman, seconded by**

Mandel to postpone the item until the next Personnel and Labor Relations Committee meeting. Motion to postpone carried.

The Committee discussed the need for continued pre-employment physicals. The committee directed department heads to discuss at the next department head meeting and Corporation Counsel to check on the legality of not hiring applicants based on the results of the physical. No action was taken.

Human Resources Director Delores Merrick advised the committee that she will begin recognizing employees' years of service at County Board Meetings.

The Per Diem policy was presented with updates from the last meeting. **Motion by Furgal, seconded by Tschudy to approve the policy as presented. Motion carried on a voice vote.**

An update was given on the Personnel Subcommittee. Overtime and comp time reports as well as exit interviews were distributed and discussed. No action was taken. There were no bills for approval.

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