

## **EMPLOYEE SALARY AND BENEFITS ADVISORY SUBCOMMITTEE**

**June 8, 2023**

**Human Resources Conference Room, Government Services Building - 8:00 AM**

### **Members Present**

Delores Merrick  
Andrea Sweeney  
Dan Williams  
Kristi Leonard  
Dave Tschudy  
Arianna Voegeli

### **Others Present**

Chris Narveson  
Sandra Baertschi  
Brian Bucholtz  
Stephen Scanlan

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1. The meeting was called to order by the Chair Delores Merrick at 8:01 am.
2. Motion by Kristi, seconded by Dan to approve the minutes of the May 25, 2023, meeting. Motion carried on a voice vote.
3. Delores previously sent the McGrath Classification and Compensation Study proposal to committee members. The committee discussed the proposal including how it appeared personable, was based on the actual job descriptions and not just titles and that they provide training to the HR Department to continue the analysis beyond the initial study. It was discussed that the proposal should include the two add-ons as they would provide value to the study. It was highlighted that McGrath states, "proper classification, internal equity, career opportunities and addressing any compression issues serves to define an employee's role to the organization, and their feeling of value and willingness to actively engage in their work for the organization." In short makes them feel valued. Dan also pointed out that the cost really comes down to just \$500 per employee and that is really a small investment.
4. Discussion continued regarding what to do with the proposals we have received and moving or not moving ahead with a Classification and Compensation study. There was discussion about the failure of the previous study; in terms of buy-in, understanding and implementation. It was also discussed that it would not be enough to find money to pay for the study, but there would also need to be a commitment for additional funds to implement the results of the study. It was noted that McGrath stated in their proposal that they would work to help implement a phase in plan if the full proposal could not be financially implemented. It was discussed that if a second study was done and nothing came from it again that it would be bad for employees. There was discussion about needing to meet with Department Heads and employees to educate them about the process. Possible funding sources were discussed. Delores was instructed to contact McGrath and see if they could meet with the committee at the next meeting to discuss their proposal and the study as a whole. Dan suggested a bigger room as there may be more interest in the topic.
5. Discussion on a single county-wide pay scale. This has been placed on hold as it would be included in a compensation and benefit survey if one is done.
6. Discussion on a policy for closing departments and buildings due to hazardous weather or other situations. Ari will continue to work on this. It was discussed that there may need to be two policies; one for the public and one for employees. Brian offered to have Angela look

into it, but Ari indicated she has samples and information from other counties. Dan stated that the policy does need to include more than just hazardous weather. He explained as an example that on Monday he was notified by Dick that the GSB did not have power. This meant that there was no air conditioning, no office lights and no computer power. If the power would not have come back on, would he have sent all of his staff home? Would they have been required to work from home? What if their job wasn't one that allows for telecommuting? Would employees have to use benefitted time to be paid? These are all questions that the policy needs to address.

7. Other: 1. Chris said he sent out a request for information from other counties regarding pay for his office staff. He shared the information. This started discussion about whether Department Heads should be discouraged from bringing reclassification requests to Personnel if we will be moving ahead with a Compensation and Classification Study.
  2. Andrea said there has been confusion about anniversary dates and job dates for step increases. She said her department will take this over and the information will be sent out to Department Heads for their approval. There was discussion about why this process can't just be done through Munis. She explained that the way we do step increases (on job or anniversary dates) is too complicated. There was discussion about moving all benefit awarding to January instead of on anniversary dates. This idea was not supported as there would likely be numerous employees using last minute vacation time over the Christmas holidays.
  3. Delores asked about terminating summer employees at the end of the summer, even if there is a plan for them to return the following summer. This is not what is currently done and then it appears that these employees have continuous employment with Green County. Dan said that if employees have a gap in employment (the school year, for example) then they should do a new application, drug screen and background check. Brian also stated that keeping them as employees gives them longevity that is not accurate. It was decided that moving forward summer employees, LTEs and interns will be terminated when they are through with their work and will be rehired as a new employee the next year. This will be cleaner and more accurate.
  4. Dave discussed his concerns about the proposed pay increases that Jeff had presented to the committee at the last meeting. His concerns were that what he presented to our committee were not the same as what he had presented to the law enforcement committee. It was discussed that we had told Jeff to take back his proposal with the new changes to his oversight committee.
8. Motion by Ari, seconded by Dave to adjourn. Motion carried on a voice vote.