

**PERSONNEL AND LABOR RELATIONS COMMITTEE**  
**County Boardroom, Green County Courthouse**

**June 30, 2021**  
**7:00 PM**

**Members Present**

Art Carter  
Jerry Guth  
Herb Hanson  
Harvey Mandel  
Richard Thoman

**Others Present**

Delores Merrick  
Brian Bucholtz  
Terry Snow  
Ryan Camron  
Dan Williams  
Andrea Sweeney  
RoAnn Warden  
Chris Narveson

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The meeting was called to order by the Chair Art Carter at 7:00 p.m.

**Motion by Mandel, seconded by Thoman to approve the minutes of the May 26, 2021, meeting. Motion carried on a voice vote.**

Human Services Director Dan Williams explained that due to a miscommunication with the Clerk's Office, he is again requesting to allow Human Services salaried employees to rollover vacation hours. When asked how many more requests there would be, he said this would be the last. **Motion by Guth, seconded by Hanson to approve the rollover of 40 vacation hours for the CLTS/B-3 Supervisor and 14.5 vacation hours for the Human services Director. Motion carried on a voice vote.**

Human Services Director Dan Williams presented a proposal to modify a Human Services position by eliminating 1 FTE AODA Counselor I/II/III and replacing it with 1 FTE Dual-Diagnosis Therapist (Exhibit 1). Reimbursement rates for billing the services for this new position will go up, because the services can be billed on a mental health diagnosis and not an addiction diagnosis, it will be a wash for the tax levy or may even be less. This position will also allow for flexibility and best practices. It will also be better for clients who have addiction issues and mental health issues; they will only need to see one therapist, instead of two. **Motion by Hanson, seconded by Guth to approve the modification of the Human Services position by eliminating 1 FTE AODA Counselor I/II/III and replacing the position with 1 FTE Mental Health Therapist. Motion carried on a voice vote.**

Public Health Director RoAnn Warden requested approval of the rollover of 90.5 hours of vacation time. This was discussed at a previous meeting, but no formal motion was made. **Motion by Hanson, seconded by Mandel to approved the carry over of 90.5 hours of vacation time for the Public Health Director. Motion carried on a voice vote.**

Highway Commissioner Chris Narveson requested that the 60 hours of comp time earned by Brandon Hendrickson be awarded to him. He explained that Brandon was working as a Patrol Superintendent, a salaried position, and then took an hourly position in the sign shop. During the transition, he was working both positions and would have earned 60 hours of comp time, but wasn't able to because he was being paid his salaried position. The Highway Committee approved awarding the comp time. **Motion by Guth, seconded by Mandel to award Highway employee Branden Hendrickson 60 hours of comp time. Motion carried on a voice vote.**

Chair Carter read the purpose of the closed session under Wis. Stat. 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, and the following agenda item: **Promotion of Highway Department Confidential Administrative Assistant to Grade 8, Step 5.**

**Motion by Mandel, seconded by Thoman to enter into closed session. Motion carried on a unanimous vote.**

**Motion by Mandel, seconded by Thoman to reconvene in open session for discussion and possible action on item discussed in closed session. Motion carried on a voice vote.** Item tabled, no action taken. Narveson was told to come back with information to present on reclassifying the position.

Pleasant View Nursing Home Administrator Terry Snow requested to have the Pleasant View receptionist position reclassified from Grade C to Grade E-1. She explained that the job description is not changing, but the qualifications have changed. The position has become a lot more technical. **Motion by Guth, seconded by Hanson to move the Pleasant View Nursing Home Receptionist to Grade E-1. Motion carried on a voice vote.**

Pleasant View Nursing Home Administrator Terry Snow requested increasing the pay for Resident Assistants who work in the Dementia Stabilization Unit. Such an increase was already approved for CNAs. She requested that the RA be paid at Grade D for the period of time they work in the Dementia Stabilization Unit. They will continue to be paid at Grade B for their regular duties. **Motion by Hanson, seconded by Thoman to pay Resident Assistants working in the Dementia Stabilization Unit at Grade D. Motion carried on a voice vote.**

Part-time position item tabled per Pleasant View Nursing Home Administrator Terry Snow's request.

Human Services Director Delores Merrick had requested Section 1-6-3 of the Green County Code regarding job postings be modified and updated to reflect current practices. **Motion by Guth, seconded by Thoman to approve Ordinance 21-0701 modifying Section 1-6-3 of the Green County Code. Motion carried on a voice vote.**

The options that MOR Strategies could provide for Green County were discussed. It was decided this company would be a win/win and to move forward. **Motion by Guth, seconded by Mandel to move forward with MOR Strategies for our Advanced Flex Spending Account (FSA), supplemental voluntary insurances, and VEBA starting the next calendar year. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented a revised 360 Performance Evaluation to be used for Department Heads. The questions had been pulled apart and simplified, 5 more questions were added, and the numbering for scoring was changed. Jerry had presented an alternate scoring, which she was fine using. It was discussed that funding for Survey Monkey should be added into the HR budget. Jerry also wanted question 1 reworded. **Motion by Guth, seconded by Thoman to approve the 360**

**Performance Evaluation with possible modifications. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented the Green County Performance Review Policy (Exhibit 2). There was discussion regarding if it should include LTE employees and if it should really be done yearly for employees who have been with the county for a significant period of time. It was decided that LTE employees should be included and that all employees would be yearly. **Motion by Hanson, seconded by Thoman to approve the Green County Performance Review Policy and placement in the employee handbook. Motion carried on a voice vote.**

Human Resources Director Delores Merrick asked if there is still a need for pre-employment physicals for employees other than those hired by the Sheriff's Department, Landfill, Highway and Pleasant View. There was discussion about whether we need this information for Worker's Comp. Delores shared that it costs \$60.00 for the physical, which the county pays. **Motion by Hanson, seconded by Thoman to table item to a later date. Motion carried on a voice vote.**

Human Resources Director Delores Merrick discussed that Globe Life/Liberty Mutual would be offering voluntary insurances to Green County employees along with 2 free complementary benefits of a \$3,000 accidental death policy and a no cost health savings card. Art had given permission to move forward and the first presentation to employees is Friday July 2. **Motion by Hanson, seconded by Thoman to approve offering Globe Life/Liberty Mutual Voluntary Insurances to Green County employees. Motion carried on a voice vote.**

Overtime usage was distributed (Exhibit 3). Telecommuting report from Corporate Counsel was distributed and discussed (Exhibit 4). Exit reviews were discussed (Exhibit 5). Art had suggested that there should be a training for managers on how to lead. Delores presented information about a training she had attended and other ideas were discussed. It was felt that such a training would help address some of the issues being reported in the exit reviews and the cost of this training would be money well spent. Art stated, "We will find the money" to pay for the training. There were no resolutions, travel requests, or bills for consideration.

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