

PERSONNEL AND LABOR RELATIONS COMMITTEE

July 28, 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
Ryan Camron

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

Motion by Hanson, seconded by Thoman to approve the minutes of the June 30, 2021, meeting. Motion carried on a voice vote.

Motion by Guth, seconded by Roth to approve the IT Audit Policy (Exhibit 1) as presented. Motion carried on a voice vote.

Discussion took place regarding the changes in job duties for the Highway Administrative Specialist (formerly the Highway Confidential Administrative Assistant) (Exhibit 2). **Motion by Leonard, seconded by Mandel to approve the revised job description, job title, and placement at pay group 7, grade 9 for the Highway Administrative Specialist position. Motion carried on a voice vote.**

Motion by Hanson, seconded by Mandel to approve the Human Services travel requests as presented (Exhibit 3). Motion carried on a voice vote.

Discussion took place regarding the grade of pay for the current ADRC Supervisor. Human Services Director Dan Williams believes that the current ADRC Supervisor was hired at a grade 22, step 1 as the job description, which was a grade 24, required a Master's Degree. This is two grades below where the position falls on the salary schedule. It was requested that the current ADRC Supervisor be reclassified to a grade 24, effective June 18, 2021, (Exhibit 4). Discussion took place regarding the request. County Clerk Arianna Voegeli advised that this is not a reclassification of the position but rather a reclassification of the specific employee's pay grade and should be discussed in closed session. **Motion by Guth, seconded by Mandel to postpone the item to the next meeting to allow staff to check the employee file and previous committee minutes regarding this request and report back to the committee with more information. Motion carried on a voice vote.**

The committee discussed the upcoming Pleasant View Nursing Home Administrator vacancy resulting from the retirement of the current PVNH Administrator (Exhibit 5). The committee directed Human Resources Director Delores Merrick to work with the PVNH Committee to prepare an updated job description and salary to begin the recruitment process for a new Administrator.

Discussion took place regarding requiring new hires to receive the COVID-19 vaccine. Corporation Counsel to research this request and report back at a future meeting for possible action by the committee.

Corporation Counsel Brian Bucholtz presented a modification to the Assistant Corporation Counsel job description (Exhibit 6). Discussion took place. Corporation Counsel to come back at the next meeting with an updated job description for both the Corporation Counsel and the Assistant Corporation Counsel, necessary ordinance changes, and a request for reclassification.

An update was provided on converting county employees to a PTO time system. Staff to come back at the August meeting with a presentation and PTO conversion proposal for discussion and possible action.

Human Resources Director Delores Merrick updated the committee that the employee benefits consultant had changed from Benefits, Inc. to Cottingham & Butler.

Current overtime was distributed (Exhibit 7). Telecommuting reports were given. Exit reviews were distributed (Exhibit 8). There were no resolutions for consideration.

Motion by Mandel, seconded by Thoman to approve a travel request from the Register of Deeds (Exhibit 9). Motion carried on a voice vote. There were no bills for approval.

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