

**PERSONNEL AND LABOR RELATIONS COMMITTEE**

**August 25, 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  
Andrea Sweeney  
Delores Merrick  
Ryan Camron  
Gloria Baertschi  
Craig Nolen (via Zoom)

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

**Motion by Roth, seconded by Thoman to approve the minutes of the July 28, 2021 meeting. Motion carried on a voice vote.**

The committee discussed the items regarding modifications to positions in the District Attorney's Office (Exhibit 1). Discussion took place regarding action previously taken by the committee related to a hiring freeze. Staff to look into past meeting minutes and item will be reconsidered at the next meeting.

**Motion by Mandel, seconded by Hanson to go into closed session. Motion carried on a unanimous voice vote.**

**Motion by Guth, seconded by Hanson to enter into open session. Motion carried on a voice vote. Motion by Hanson, seconded by Guth to approve the request to move the ADRC Supervisor to Group 7, Grade 24 with changes to the job description, effective June 18, 2021. Motion carried on a voice vote.**

Discussion took place regarding grade level change for Nursing Home Administrator position. **Motion by Thoman, seconded by Hanson to place the Nursing Home Administrator position at Group 6, Grade 29 with authorization to hire up to a Step 4. Motion carried on a voice vote.**

**Motion by Hanson, seconded by Thoman to approve the revised Nursing Home Administrator job description (Exhibit 2). Motion carried on a voice vote.**

Nursing Home Administrator Terry Snow presented a request for CNA and CMA wage step increase (Exhibit 3). **Motion by Guth, seconded by Leonard to approve the wage step increase. Motion carried on a voice vote.**

**Motion by Guth, seconded by Thoman to approve the Human Resources Director's travel request. Motion carried on a voice vote.**

**Motion by Mandel, seconded by Thoman to approve the County Clerk's travel request. Motion carried on a voice vote.**

**Motion by Mandel, seconded by Leonard to approve the modified job descriptions for Corporation Counsel, Assistant Corporation Counsel, and the Confidential Executive Legal Secretary/Paralegal (Exhibit 4). Motion carried on a voice vote.**

**Motion by Roth, seconded by Thoman to approve Ordinance 21-0901. Motion by Guth, seconded by Mandel to amend the ordinance to retain the section that reads: The office of Green County Corporation Counsel shall be a full-time position and said officeholder shall not perform legal work or legal services for any private clients for which he or she receives remuneration. Motion to amend Ordinance 21-0901 carried on a voice vote. Original motion to approve Ordinance 21-0901 carried on a voice vote.**

**Motion by Leonard, seconded by Mandel to end payout of sick leave above 90-day maximum, effective beginning with 2022 sick time. Motion carried on a voice vote.**

**Motion by Guth, seconded by Roth to approve moving all county employees to 40-hour workweeks beginning January 1, 2022. Motion carried on a voice vote.**

Discussion took place regarding vaccinations and mask usage by county employees in county buildings. **Motion by Guth, seconded by Hanson that during periods of substantial/high transmission, unvaccinated employees be required wear a mask at all times while in county buildings or vehicles, and vaccinated employees be required to wear a mask in public areas and at all times when employee is away from their desk or work station. Motion by Roth, seconded by Guth to amend the motion to require that all employees wear a mask at all times during periods of substantial/high transmission. Motion to amend failed on a voice vote with Guth and Roth voting aye and Hanson, Leonard, Mandel, Thoman, and Carter voting nay. Original motion carried on a voice vote with Guth, Hanson, Leonard, Mandel, Roth, and Carter voting aye and Thoman voting nay.**

Overtime usage (Exhibit 5), telecommuting reports, and exit reviews (Exhibit 6) were distributed. No action was taken. There were no bills for approval.

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