

PERSONNEL AND LABOR RELATIONS COMMITTEE

September 29, 2021

County Boardroom, Green County Courthouse

7:00 PM

Members Present

Art Carter
Jerry Guth
Herb Hanson
Harvey Mandel
Kristi Leonard

Others Present

Arianna Voegeli
Andrea Sweeney
Delores Merrick
RoAnn Warden
Brian Bucholtz
Craig Nolen
Teffanie Duffy
Terry Snow
Dan Williams

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

Motion by Hanson, seconded by Mandel to approve the minutes of the August 25, 2021 meeting. Motion carried on a voice vote.

Chair Carter read the purpose of the closed session under Wis. Stat. 19.85(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, **Specifically: WPPA Negotiations.**

Motion by Hanson, seconded by Guth to enter into closed session. Motion carried unanimously.

Motion by Mandel, seconded by Leonard to enter into open session for discussion and possible action regarding items discussed in closed session. No action was taken.

The board discussed the motion that was made in September of 2019 to enact a county-wide hiring freeze on all new positions that require new county levy funding. Based on that motion, no action was taken on the District Attorney's request to eliminate 0.5 FTE Secretary position and create a 1.0 FTE Legal Secretary Position.

Motion by Leonard, seconded by Mandel to reclassify the District Attorney Legal Secretary and Legal Secretary/Victim Specialist positions to Group 7, Grade 9 effective 1/1/2022. Motion carried on a voice vote.

Finance Director Andrea Sweeney provided updates on savings to budgeted insurance costs for 2022. Sweeney and Human Resources Director Delores Merrick to come back at the next meeting with possible updates to the salary schedule.

The committee discussed modifications to the Telecommuting Policy (Exhibit 1). **Motion by Leonard, seconded by Guth to approve the changes to the Telecommuting Policy with clarified dependent care wording: "Telecommuting is not intended to permit staff to have time off or access to work at other jobs, provide hands-on, direct dependent care during work hours, or run their own businesses". Motion carried on a voice vote.**

Motion by Mandel, seconded by Hanson to approve the 2022 PVNH Salary Schedule, effective January 9, 2022, as presented (Exhibit 2). Motion carried on a voice vote.

Proposed modifications to the Employee Handbook regarding employee transfers were discussed (Exhibit 3). **Motion by Leonard, seconded by Hanson to approve the following modifications to the handbook: "For employees transferring from one position to another**

within the same department or into another department, and the new position is at a higher pay grade, the employee shall be placed on the lowest step in their new pay grade that will result in an increase in pay from their previous position. If the new position is at a lower pay grade, the department head has discretion as to which step the employee will be placed at which may result in a pay increase or decrease.” Motion carried on a voice vote.

Motion by Guth, seconded by Hanson to approve the requested modifications to the Pleasant View Benefits of Employment section of the Employee Handbook (Exhibit 3). Motion carried on a voice vote.

The committee discussed incentive payments for Health Department Employees. **Motion by Hanson, seconded by Guth to approve the implementation of a \$20/hour weekend incentive payment for Health Department Employees while grant funding is available, backdated to 1/1/2021. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented clarification modifications to the Employee Handbook (Exhibit 4). **Motion by Hanson, seconded by Leonard to approve the modifications as presented. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented the Human Resources 2022 budget and narrative (Exhibit 5). **Motion by Guth, seconded by Mandel to approve the Human Resources 2022 budget as presented. Motion carried on a voice vote.**

Overtime usage was distributed. No action was taken. There were no telecommuting reports for review.

Motion by Mandel, seconded by Guth to approve the Treasurer’s Office travel requests (Exhibit 6). Motion carried on a voice vote.

Exit reviews were distributed no action was taken.

Motion by Guth, seconded by Leonard to approve the bills as presented (Exhibit 7). Motion carried on a voice vote.

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