

PERSONNEL AND LABOR RELATIONS COMMITTEE

October 27, 2021

County Boardroom, Green County Courthouse

7:00 PM

Members Present

Art Carter
Jerry Guth
Herb Hanson
Harvey Mandel
Richard Thoman
Erica Roth
Kristi Leonard

Others Present

Delores Merrick
Brian Bucholtz
Terry Snow
Jeff Skatrud
Dan Williams
Andrea Sweeney
Eric Wild

Chris Narveson
Randy Thompson
Arianna Voegeli (virtual)

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

Motion by Leonard, seconded by Roth to approve the minutes of the September 29, 2021 meeting. Motion carried on a voice vote.

PVNH Administrator Terry Snow discussed that President Biden has expanded the vaccine requirement for facilities that receive Medicare and Medicaid funding. News about this was to come by the end of October. Currently 80% of Pleasant View employees are vaccinated. If a facility is over 75%, they are placed in a good category. There are currently only 18 employees on all shifts who are not vaccinated; 5 nurses, 7 CNAs, and 6 other staff. Terry is not sure if the mandate will come to fruition, but she wanted to lay the ground work incase it does. She said they receive 80% of their funding through the Medicaid system. She would anticipate if they are in violation that they would receive a warning, followed by a removal of funding. She will continue to talk with staff and educate them. However, she feels if they lose these staff, it will put Pleasant View out of business. Pleasant View is currently in a 14-day quarantine due to a positive COVID employee. They have had four employees test positive recently, with three of those being unvaccinated. Currently 57% of Green County is vaccinated, compared to 85% of Dane County. No action was taken, as the discussion regarding Pleasant View Employee Benefit Structure in lieu of COVID-19 vaccine mandate for healthcare employees of Medicare and Medicaid funded facilities was for information only.

PVNH Administrator Terry Snow requested payout of vacation time over 40 hours for the following hourly employees: Melissa Wurtzbacher, Alice Wedig, Ranele Connors, Delores Oats, Julie Miller, Rodney Horner and Margo Reed. **Motion by Hanson, seconded by Roth to approve the payout of all unused vacation hours on their anniversary date for the requested Pleasant View employees. Motion carried on a voice vote.**

HR Director Delores Merrick presented information that the Pleasant View Oversight Committee had selected Maria Johnson as their candidate to replace Terry Snow, who will retire as the Pleasant View Administrator in January 2022. It was requested that the Personnel Committee also approve the hiring of Maria Johnson.

Motion by Guth, seconded by Roth to approve Maria Johnson as the Pleasant View Nursing Home Administrator, with a start date of December 6, 2021; a starting salary of Payroll Group 6, Pay Grade 29, Step 1 (\$46.66

hr./ \$97,056.96 year); and the resignation of her husband Gary Johnson (current staffing coordinator) in compliance with Green County Nepotism regulations, no later than January 7, 2022. Motion carried on a voice vote.

Sheriff Jeff Skatrud discussed the reclassification of the DARE/Liaison position. At the October 12, 2021 Public Safety Committee meeting, the reclassification of the patrol school special assignment DARE position to a jail corporal position was approved pending approval of the current contract which is in negotiations. Jeff explained that they are in need of supervision in the jail, especially at night and also to provide supplemental staff in the jail. This need is due to turnover as they have just moved 6 jailers out of the jail and to the academy. This is a good process as these officers will have a dual background and be cross-trained. They will not be dropping the functions of the DARE Officer as different people are taking over parts of the duties. They will not be teaching DARE but will be doing other functions. The DARE Officer requires specialized training and a 12-week commitment. This change will save the county \$2,200 and give the county 15 jailers. **Motion by Thoman, seconded by Mandel to reclassify the Sheriff's Department DARE/Liaison with revised job titled and job description. Motion carried on a voice vote.**

Landfill Manager Randy Thompson requested that Landfill employees continue to be paid time and a half for hours they have to work on county holidays and days used to make up for county holidays. For example, when the county is closed on Thursday and Friday for Thanksgiving, the Landfill needs to be open on Friday and Saturday to accommodate trash collections. There was discussion that if the employees are paid a special rate for working on these dates, then they would get paid holiday pay for the Friday after Thanksgiving as well as pay for hours worked at the special rate. Andrea said this way of paying employees has always been done and is in the Landfill budget. Instead of allowing Landfill employees to receive overtime for working these hours, which would not follow Department of Labor, the hours worked will be billed with a special code and they will be paid 1.5 hours of pay regardless of the number of hours they have worked in the week. **Motion by Guth, seconded by Mandel to allow Landfill employees to be paid 1.5 hours for time worked on county holidays and make-up days through a special payroll code. Motion carried on a voice vote.**

It was requested from Coroner Monica Hack that the on-call Coroners pay be increased by 25 cents per hour. This increase is in her budget and was presented to the Finance Committee. Her last request for a pay increase for this position was in 2019. It was also requested that they be added to the pay scales as they are not currently recorded. **Motion by Guth, seconded by Leonard to increase the on-call pay rate by 25 cents per hour and add the position to the pay scales. Motion carried by a voice vote.**

Chair Carter read the purpose of the closed session under Wis. Stat. 19.85(1)(e), and the following agenda item: **WPPA Negotiations.**

Chair Carter read the purpose of the closed session under Wis. Stat. 19.85(1)(c), and the following agenda items:

- a. Promotion of Laborer to Semi-Skilled Laborer: Grade 73, Step 4 to Grade 74, Step 4**

b. Promotion of Laborer to Semi-Skilled Laborer: Grade 73, Step 2 to Grade 74, Step 2

c. Promotion of Skilled Laborer to Interim Shop Foreman at Foreman II, Step 7, retroactive to September 27, 2021.

Motion by Mandel, seconded by Thoman to enter into closed session.

Motion carried on a unanimous vote.

Motion by Roth, seconded by Leonard to reconvene in open session for discussion and possible action on item discussed in closed session. Motion carried on a voice vote. No action taken on WPPA Negotiations. **Motion by Leonard, seconded by Mandel to approve Promoting Justin Stegall, Laborer Grade 73, Step 2 to Semi-Skilled Laborer Grade 74, Step 4; Matthew Rhoe, Laborer Grade 73, Step 4 to Semi-Skilled Laborer Grade 74, Step 4; Kevin Bernet, Skilled Laborer Step 7 to Interim Shop Foreman II, Step 7, retroactive to September 27, 2021. Motion carried on a voice vote.**

Human Services Director Dan Williams presented and discussed revised salary schedules and the impact on his budget and the tax levy for Human Services employees and Finance Director Andrea Sweeney presented and discussed revised salary schedules and the impact on department budgets and tax levy for Elected Officials, Department Heads, Registered Nurses, Salaried Exempt Employees, Highway, Landfill, Courthouse (Payroll Group 9), and Hourly Non-Exempt employees. (Payroll Group 9) (Exhibit 1). The cost to implement the Human Services proposed changes is \$487,088 with the majority not coming from the tax levy. However, with the savings from the health insurance, Dan would like to increase the rates by another .5%. He had the rates figured prior to the health insurance rates and impact being released. The cost to implement Andrea's proposed changes is \$111,000 to 115,00. This amount seems low because it does not include Human Services, Pleasant View or the Sheriff's union. Andrea would like to transfer the required amount from General Fund to cover this cost. She feels this is doable as \$500,000 to \$1,000,000 is given back to the General Fund yearly by the departments. A copy of the entire presentation is attached. **Motion by Guth, seconded by Hanson to approve presented Salary Schedules (Human Services, Hourly, Salaried, Highway, Landfill, Elected, Department Head) with identified modification and grade re-numbering of positions presented. With Amendment 1 adding Coroner Deputies to the Hourly Schedule; Amendment 2, re-number Department Head schedule to start with Grade 11, Amendment 3, Increase Human Services Scale and additional .5%. Motion carried on a voice vote.**

Highway Commissioner Chris Narveson requested reclassification of Highway Mechanic 1,2 and Shop Superintendent and the elimination of a Highway Engineer position (Exhibit 2). It was discussed that Chris does not hire a Civil Engineer, but contracts out this service. Therefore, this position is no longer needed. **Motion by Mandel, seconded by Leonard to move Mechanic 1 to Pay Grade 76, move Mechanic 2 to Pay Grade 77 and move Shop Superintendent from an hourly to a salaried position and place in Payroll Group 7, Grade 18. Motion carried on a voice vote.**

Human Services Director Dan requested modification of several Human Services positions (Exhibit 3). Dan explained that the cost of the Dementia Care Specialist will be a cost of \$40,000. The file clerk position will move from full time to part-time and be called Office Clerk. The receptionist position will move to an Office Associate position. The CCS Administrator title is currently held by Dan. So, he would like to change the CCS Administrator Position to be called CCS Quality Assurance Specialist. Dan wants to change the AODA positions to reflect qualifications. AODA I will be a Substance Abuse Counselor in Training, AODA II will now require a Bachelor's Degree. The ADRC and RADRC Human Service Assistants will become Program Specialists if they have no client interaction. **Motion by Hanson, seconded by Guth to approve modification of Human Services positions as presented. Motion carried on a voice vote.**

Current overtime usage was distributed (Exhibit 4). No travel requests presented. Exit Reviews were presented (Exhibit 5). No bills were presented.

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

Prepared by Human Resources Director Delores Merrick