

PERSONNEL AND LABOR RELATIONS COMMITTEE

January 26, 2022

County Boardroom, Green County Courthouse

7:00 PM

Members Present

Art Carter
Jerry Guth
Herb Hanson
Erica Roth
Richard Thoman

Others Present

Delores Merrick
Brian Bucholtz
Andrea Sweeney
Cindi Meudt
Sherri Hawkins

Steve Stettler
Richard Vogel
Chris Narveson
Stephen Scanlan

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1. The meeting was called to order by the Chair Art Carter at 7:00 p.m.
 2. Motion by Roth, seconded by Thoman to approve the minutes of the December 14, 2021, meeting. Motion carried on a voice vote.
 3. Cindi asked that her Deputy position be moved to a Chief Deputy position. She cited information previously sent to the board and stated she believed it was an oversight. Andrea concurred and said the oversight was her fault. Motion by Hanson, seconded by Roth to reinstate the Chief Deputy position retroactive to January 1, 2022. Motion carried by a voice vote.
 4. Close session not needed.
 5. Close session not used.
 6. Closed session not used.
 7. Chair Carter read the purpose of the closed session under Wis Stat. 19.85(1)(c), and the following agenda item:
 - a. Promotion of Foreman I Grade 76, Step 8 to Foreman II Grade 77, Step 5
 - b. Promotion of Skilled Laborer Grade 75 Step 5 to Engineer Tech Grade 19, Step 5
 8. Motion by Guth, seconded by Thoman to enter into closed session. Motion carried on a unanimous vote.
 9. Motion by Hanson, seconded by Roth to reconvene in open session for discussion and possible action on items discussed in closed session. Motion carried on a voice vote. Motion by Roth, seconded by Hanson to approve moving Barry Einbeck from Foreman I to Foreman II at Grade 77 Step 5 and moving Chad Steiner from Skilled Laborer to Engineering Tech, Grade 19, Step 5. Effective with current pay period. Motion carried by voice vote. Chris also explained that going forward with this approval he would have 2 Foreman II positions and 1 Foreman I position and he will not replace the Foreman I position.
 10. Information was presented by members of the Landfill Committee, specifically Rich Vogel, requesting the Landfill Manager be moved to Grade 20, Step 8. It was explained he is a working supervisor and does not just sit behind a desk. It was discussed if perhaps another employee for the landfill might be needed to ease some of the work load. The Landfill committee stated that the manager must have a large skill set including mechanical and welding. They also stated the manager must be certified to do testing, register waste, certified in freon, demolition, and hazardous waste. The position must also be certified to run the landfill. There are

currently two landfill employees in addition to the manager who have this certification. However, no updated job description was presented to support these duties for either the Landfill Manager or the Fiscal Clerk II. Both requests were tabled and can be brought back with updated job descriptions that show the additional duties that support a pay increase. Delores offered to help with the job descriptions if needed.

11. Item not moved to closed session.
12. Closed session not used
13. Closed session not used.
14. Jerry would like performance evaluations to resume with evaluations being performed for Andrea, Ryan Camron and Brian. It was also discussed that performance evaluations would be done for elected positions only at their request. It was agreed that Delores could use non-lapsing funds to purchase an annual subscription to Survey Monkey at \$384.00 to use for the performance evaluations. This purchase would be taken to the Finance Committee for approval at their next meeting.
15. Sherri reported that her current Property Lister resigned on 1-19-22 and that prompted her to reevaluate the position. They have moved around some of the current responsibilities to others in the office and as a result will need to reimburse Rob for 30% of his time during this transition period (of hiring and training a new person) as opposed to the traditional 10%. This has also allowed them to do cross-training, which has been needed. Sherri would like to change the name of the position from Property Lister to Property Description Technician and move the position to paygrade 13. Motion by Guth, seconded by Thoman to approve the job description as presented (changing name to Property description Technician and placing at pay Grade 13) with the modification of removing "apply common sense" wording under Reasoning Ability. Motion carried on a voice vote.
16. Motion by Guth, seconded by Roth to approve Employee Handbook changes that consisted of: wording added for clarification to Job Date; wording changed to reflect correct financial practice regarding compensatory time; and changing BestFlex to Flexible Spending Account. Motion carried on a voice vote.
17. None were presented, but Andrea indicated the overtime has been standard.
18. No Travel Requests were presented.
19. Exit Reviews were presented. Nothing unusual noted.
20. No bills were presented.
21. Motion by Guth, seconded by Thoman to adjourn. Motion carried on a voice vote.