

## **EMPLOYEE SALARY AND BENEFITS ADVISORY SUBCOMMITTEE**

**March 2, 2023**

**Human Resources Conference Room, Government Services Building 8:15 AM**

### **Members Present**

Delores Merrick  
Arianna Voegeli  
Andrea Sweeney  
Dan Williams  
Kristi Leonard  
Dave Tschudy

### **Others Present**

Chris Narveson  
Jeff Skatrud

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1. The meeting was called to order by the Chair Delores Merrick at 8:15 am.
  2. Motion by Dan, seconded by Kristi to approve the minutes of the February 16, 2023, meeting. Motion carried on a voice vote.
  3. The Personnel and Labor Relations Committee at their last meeting (February 23, 2023) approved the handbook changes specifying that holiday pay will be paid at a maximum of 8 hours, that employees who are required to work on a holiday will be paid time and a half, and that employees who are not scheduled to work on a paid holiday will not receive holiday pay. However, as Jeff asked for an exemption for Dispatchers who work a regular schedule of 10-hour days, the Personnel Committee sent the issue back to the subcommittee for further consideration. There was discussion regarding how this change could impact the law enforcement contract and whether there should be a special exemption for employees who work in departments that must be manned 24/7. Jeff was asked to get information from other counties as to how they handle this situation and to bring the information back to the next meeting.
  4. Delores and Chris distributed information from other counties regarding how they handle exempt employees and the requirement and use of benefitted time. It was discovered that counties handle this many different ways. Jeff shared that in the Sheriff's Department, exempt employees are expected to work 80 hours within a pay period and are not to frontload their week. There is flexibility and if they work over, they can use extra time later in the pay period, but it cannot be banked and used months later. Delores also distributed the FLSA guidelines for qualifying a position as exempt. Positions in the county, relating to the guidelines, were discussed. It was decided to consider the information presented and discuss this topic again at the next meeting.
  5. Andrea shared Organizational Charts that she received from Department Heads. It was decided to incorporate many of the features of these charts when creating a countywide Organizational Chart. These features included putting County Board at the top of the chart, including oversight and advisory committees, listing how many of each position the department is approved to have, including the

funding source for each position, including leased employees, summer employees and paid interns. It was discussed that this chart will be very helpful to new County Board members, new Department Heads and employees in general. Andrea will email copies of the charts to committee members and bring a rough draft of the chart to the meeting at the end of the month.

6. Andrea provided samples of a single pay scale from two other counties. Pros and cons for each scale were discussed. There was much discussion regarding how Green County could and should fit our existing pay scales into this format. It was decided that the scale should include elected officials and Pleasant View. It was also discussed that if this is implemented that the positions need to be evaluated on a regular basis to make sure they are staying within market. Andre will bring a mock-up to the next meeting.
7. Ari discussed that a group has met with Troy Maggied from Southwestern Wisconsin Regional Planning Commission regarding strategic planning, values, mission, etc. There will be a meeting in April to further work on this project. She will discuss this further at the Department Head meeting.
8. Delores requested that Andrea and/or Ari reach out to Mor Strategy to change the roll-over date for flex spending for the upcoming year to January 1. Currently employees who have roll-over money can not access the money until March 1. This has created issues for some employees. It was discussed that this provider be placed on a future agenda.
9. Motion by Arianna, seconded by Andrea to adjourn. Motion carried on a voice vote.