

**PERSONNEL AND LABOR RELATIONS COMMITTEE**

**May 31, 2023**

**County Board Room, Green County Courthouse**

**5:00 PM**

**Members Present**

Jerry Guth  
Dave Tschudy  
Michael Furgal  
Kristi Leonard  
Linda Boll  
Richard Thoman

**Members Absent**

Harvey Mandel

**Others Present**

Delores Merrick  
Brian Bucholtz  
Arianna Voegeli  
Andrea Sweeney  
Matt Kauffman

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Chair Guth called the meeting to order at 5:00 PM.

**Motion by Thoman, seconded by Leonard to approve the minutes of the April 26, 2023, meeting. Motion carried on a voice vote.**

**Motion by Furgal, seconded by Tschudy to approve the Coroner's Office Travel Request as presented (Exhibit 1). Motion carried on a voice vote.**

Finance Director Andrea Sweeney presented the Reclassification of the Finance Fiscal Clerk to Accountant – AP/Purchasing (Exhibit 2). **Motion by Furgal, seconded by Boll to approve the reclassification as presented. Motion carried on a voice vote.**

Landfill Manager Matt Kauffman was present with a request to create a Landfill Maintenance Work I/Summer Position (Exhibit 3). Funding for the position would come from savings within the Landfill budget. **Motion by Furgal, seconded by Thoman to approve the position as a pilot for 2023, with the position going through the budget process for 2024 and beyond. Motion carried on a voice vote.**

Human Resources Director Delores Merrick was present with a request to reclassify the Human Resources Assistant to a Grade 18 (Exhibit 4). Discussion took place regarding the grade placement. **Motion by Tschudy, seconded by Leonard to approve reclassifying the position to a Grade 17, Step 6 effective 1/1/2024. Motion carried on a voice vote.**

The policy regarding hours of work for Exempt Employees was presented for approval and placement in the Employee Handbook (Exhibit 5). **Motion by Tschudy, seconded by Boll to approve the policy and place in the employee handbook. Motion carried on a voice vote.**

Human Resources Director Delores Merrick gave updates from the Personnel subcommittee, including updates on pre-employment physicals, Sheriff's Department pay increases, and a county-wide wage study.

Overtime and comp time report and exit interviews were discussed. There were no bills for approval.

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