

PERSONNEL AND LABOR RELATIONS COMMITTEE

September 28, 2022

County Boardroom, Green County Courthouse

5:00 PM

Members Present

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

Others Present

Delores Merrick
Brian Bucholtz
Andrea Sweeney

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1. The meeting was called to order by the Chair Jerry Guth at 5:00 p.m.
 2. Motion by Leonard, seconded by Boll to approve the minutes of the August 31, 2022, meeting. Motion carried on a voice vote.
 3. Current overtime usage that was distributed was discussed. Jerry commented that it looked like the usage for the Sheriff's Department was down and asked if this was due to the new 12-hour days. Dave confirmed that it was. Jerry asked why Highway overtime was so high and Kristi explained that they have a push to get projects completed. Crews are being offered voluntary work on Fridays to get the projects done (which is overtime).
 4. Delores presented the Pleasant View Employee Guidelines for Maria as she was unable to attend. Jerry had a question as to why Chairman was separate from Green County Board of Supervisors on page 2 on the Organizational Chart. He confirmed with Brian that it did not need to be separate and asked that it be removed. On page 3 under the Background and Criminal History Checks section there was discussion about when background checks are done and that they should be done PRIOR to hire and not UPON hire. The final area needing changes is on pages 5 and 6 under Dress and Attire Guidelines. The following was grammatically incorrect in numerous sections: Cardigan style sweater, casual warm-up sweater No hooded style jackets. There needs to be a period placed after the word sweater. No action was taken and this item was referred back to the Pleasant View Oversight Committee for consideration of these changes.
 5. Delores and Brian discussed the issues and complications of moving employees to four 10-hour days, including computing vacation time and holiday pay. It was decided more discussion was needed and this topic will be discussed at the next Department Head meeting.
 6. Brian discussed a recent federal ruling that looked at the arrest, charge and conviction of a criminal offense, as well as how long ago it occurred and that it must be substantially related to the position a person is applying to for it to impact the hiring process. He said that civil filings would follow that same standard. Brian was asked to develop an actual policy and bring it back to the Personnel Committee for approval.
 7. Andrea asked for approval of a 3% COLA increase for 2023. She further explained that all department budgets were approved with only a 3.2% increase on the tax levy. She explained that most of the increase is coming from the bond. The total tax levy increase is \$588,000. Jerry said he had a concern that this would not be possible. He said the big thing that saved us was the increase in sales tax, which was about \$380,000. Andrea stated that sales tax in 2022 is \$3.6 million and is expected to be \$3.8 million in 2023. Motion by Tschudy, seconded by Furgal to approve the 3% COLA increases for 2023. Motion carried by a voice vote.

8. Delores discussed the need for a benefits subcommittee to discuss and make informed decisions regarding insurance and other benefits for Green County Employees. The committee would be an ongoing committee that would be chaired by the HR Director and would include two members of the Personnel Committee, one of whom should be the Chair of the Finance Committee, the Finance Director, the Administrative Coordinator, and the Human Services Director. It was decided to create the committee and Brian will work on developing the committee into policy, County Code and also presenting to County Board. Motion by Mandel, seconded by Thoman to create an Employee Benefits Sub-Committee. Motion carried on a voice vote.
9. Motion by Boll, seconded by Thoman to accept the Corporation Counsel's Performance Evaluation. Motion carried by a voice vote.
10. Motion by Leonard, seconded by Tschudy to approve travel requests for HR Director to attend WACPD Fall conference October 20-21, 2022, and WCA Committee Meeting on October 12, 2022. Motion carried on a voice vote.
11. No Exit Reviews were presented.
12. No bills were presented.
13. Motion by Mandel, seconded by Furgal to adjourn. Motion carried on a voice vote.