

GREEN COUNTY COMMITTEE MEETING NOTICE

COMMITTEE: PERSONNEL AND LABOR RELATIONS COMMITTEE

DATE: Wednesday, July 29, 2020

TIME: 7:00 p.m.

**LOCATION: Green County Courthouse
County Boardroom
Join Zoom Meeting
<https://zoom.us/j/9204721777>
Meeting ID: 920 472 1777
1 (312) 626-6799**

AGENDA

1. Call to order by Chair Carter
2. Approve minutes of the June 24, 2020, meeting
3. Discussion and possible action regarding Administrative Coordinator Job Description
4. Discussion and possible action regarding revisions to Employee Handbook
5. Discussion and possible action regarding removal of in-house Employee Assistance Program (EAP) and subsequent handbook change
6. Discussion and possible action regarding authorization for all departments to hire up to a step 4 (LTE, PTE, FTE)
7. Discussion and possible action regarding face mask usage by employees while working and the general public while on County buildings and grounds
8. Discussion and possible action regarding anniversary date for vacation and personal time, benefits, and step increases
9. **Statement of purpose for closed session by the chair as follows: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility pursuant to Wis. Stats. 19.85 (1)(c):** Specifically, discussion regarding step increases for Deputy Treasurer, Property Lister, and GIS Specialist
10. Motion to enter into closed session (roll call vote required unless unanimous)
11. Motion to reconvene to open session for discussion and possible action on items discussed in closed session
12. Discussion and possible action regarding Corporation Counsel and Assistant Corporation Counsel's job descriptions and workweek

13. Discussion and possible action regarding Reclassification for Victim/Witness Coordinator-Office Manager
14. Discussion and possible action regarding reclassification for Sheriff's Department Business Manager
15. Discussion and possible action regarding reclassification and job title for Emergency Management Coordinator
16. Exit reviews
17. Resolutions
18. Travel requests
19. Approve bills
20. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the Green County Clerk's Office at (608) 328-9430.