

**PERSONNEL AND LABOR RELATIONS COMMITTEE**

**September 25, 2019**

**1st Floor Conference Room**

**7:00 p.m.**

**Members Present**

Art Carter  
Herb Hanson  
Kristi Leonard  
Ray Francois  
Jerry Guth  
Erica Roth

**Members Absent**

Richard Thoman

**Others Present**

Mike Doyle  
Brian Bucholtz  
Jeff Skatrud  
Dan Williams  
Clint Langreck  
Terry Snow

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The meeting was called to order by Chair Carter.

**Motion by Leonard, seconded by Roth to approve the minutes of the August 28, 2019, meeting. Motion carried.**

The committee discussed the Human Services CYF Case Worker II position (Resolution 10-2-19 (Resolution Authorizing Human Services Position)). **Motion by Hanson, seconded by Guth to approve the aforementioned resolution and take it to the October county board meeting. Motion carried.**

The committee discussed the county volunteer policy, *see Exhibit 1*. No action taken and will be discussed at the next committee meeting.

The committee discussed the voluntary benefits for county employees, *see Exhibit 2*. **Motion by Guth, seconded by Roth to approve the aforementioned. Motion carried.**

The committee discussed the Exit Review procedure, *see Exhibit 3*. No action taken and will be discussed at the next department head meeting.

The committee discussed the reclassification policy and procedure, *see Exhibit 4*. No action taken.

The committee discussed the Human Resources budget. **Motion by Guth, seconded by Leonard to approve the HR budget. Motion carried.**

The committee discussed the Pleasant View Nursing Home request to combine the wage schedule and step increase for identified positions at Pleasant View Nursing Home, *see Exhibit 5*. **Motion by Hanson, seconded by Leonard to approve the aforementioned effective January 1, 2020. Motion carried.**

The committee discussed the Human Services CSP Secretary position, *see Exhibit 6*. **Motion by Guth, seconded by Roth to approve hiring the position at a Step 8 with a two-week vacation. Motion carried.**

HR Director's report was given by Clint Langreck.

Overtime usage was discussed.

Exit Reviews were discussed.

**Motion by Francois, seconded by Guth to adjourn. Motion carried.**