# HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

**HR COMMITTEE MEMBERS PRESENT:** **Marsik, Frohling, Greshay, Schmidt, and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, February 6, 2017 at 10:30 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT:** **Sarah Hinze, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Sheriff Dale Schmidt; Lori Fett, Office Manager - Highway; Brian Field, Highway Commissioner**

**Meeting called to order by Marsik at 10:30 a.m.**

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session and closed session minutes of the January 17, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

**Closed Session:**

Motion by Frohling, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining, and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(e) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:30 a.m.

**Open Session:**

Motion by Duchac, second by Frohling to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:40 a.m.

Motion by Greshay to accept the Tentative Agreement with Sworn Union Local 120, The Labor Association of Wisconsin pending approval of County Board. Second by Duchac. Motion carried.

Hinze presented the Committee with a resolution to the County Board to approve the Tentative Agreement with the Sworn Union Local 120, The Labor Association of Wisconsin.

> Motion by Frohling to approve the resolution and forward to the County Board for Approval of the Tentative Agreement with the Sworn Union Local 120, The Labor Association of Wisconsin. Second by Schmidt. Motion carried.

Sheriff Schmidt notified the Committee that at the end of February four (4) Jail Program Specialists will transition to 12-hour shifts on a trial basis. Sheriff Schmidt explained that the new hours/rotation will result in increased coverage. Sheriff Schmidt explained that 12-hour shifts have been very effective in other agencies state-wide adding that the new rotation will be continuously evaluated. Sheriff Schmidt noted that in the future they may consider voluntary participation in 12-hour shift rotations for Correctional Officers. Hinze stated that there will need for some policy changes due to the 12-hour shifts. She indicated that those will be brought before this Committee at a future meeting.

Smith notified the Committee the intent to increase the hours of the Clerical Support position in the Sheriff's Office from part-time less than 20 hours/week to a part-time benefited 20 or more hours/week position in order to assist with the workload of the Jail Sergeants and increase flexibility. Smith noted that the position will be flexible based on workflow but is budgeted for 28 hours for fiscal impact purposes. Hinze stated that this is information only for this Committee and that the Law Enforcement Committee will be sponsoring a resolution to create this benefited part-time 20 or more hours/week position to County Board.

Field addressed the Committee with a request to allow compensatory time for the office staff at the Highway Department as they are excluded per Section 119.2 of the Personnel Policies and Procedures. Field assured allowance of the compensatory time would not hinder the day-to-day operations and did not envision it will be used a lot. Fett stated that not much overtime is normally worked but there is uncertainty with the Kronos upgrade and ERP. Hinze explained that all other areas of the County allow compensatory time with the exception of nursing services at Clearview and the employees of the Highway Department. Hinze stated that new Kronos configurations will need to be made prior to implementation.

> Motion by Greshay to allow compensatory time for the Account Clerk II and Account Technician positions at the Highway Department on a temporary basis to be re-evaluated on September 1, 2017. Second by Duchac. Motion carried.

Hinze notified the Committee of a request for an intra-departmental fund transfer to transfer $11,307 from line item wages in the budget to line item legal services in the budget due to unforeseen legal needs in 2016. Hinze explained the excess wage funds were available due to openings in the department. Marsik signed the document.

Hinze provided the Committee with two (2) memorandums from the Employee Trust Funds (ETF) Group Insurance Board (GIB) dated January 23 and 24, 2017. Hinze summarized that there will be a recommendation to the GIB for a change in insurance plans offered by ETF that could affect Dodge County. Hinze indicated that the GIB meets on February 8, 2017 to consider the recommendation. Hinze stated she will provide follow up at the next Committee meeting.

Mielke notified the Committee that the current Worker's Compensation Fund balance is $1.7 million, which increased $125,000 during the fiscal year. Mielke questioned what the appropriate amount should be for the fund balance. Hinze described how revenue is generated for the fund.

Hinze will research historical annual worker's compensation expenditures and provide the Committee with the findings. Mindemann presented worker's compensation statistics over the last five (5) years. There was discussion among the Committee members with a request to provide quarterly, summarized reporting.

Mielke notified the Committee of a recommendation to hire Kimberly Naas for the Corporation Counsel position. Based on qualifications and previous experience, Mielke requested consideration from the Committee to offer Naas the position at Step 10A of the Dodge County Labor Structure Grade 15 with a rate of $51.12/hour. Mielke stated that Naas' first day of employment will be February 27, 2017, pending County Board appointment confirmation.

> Motion by Schmidt to approve the starting Kimberly Nass at Step 10A of the Dodge County Labor Structure Grade 15 with a rate of $51.12/hour pending County Board appointment confirmation. Second by Duchac. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

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| One (1) Seasonals (6) | Highway |
| One (1) Economic Support Aide – Bilingual | Human Services |
| One (1) Economic Support Specialist – Bilingual | Human Services |
| One (1) Park Attendant – Astico Park | LR&P |
| One (1) Park Caretaker – Astico Park | LR&P |
| One (1) Park Attendant – Derge Park | LR&P |
| One (1) Park Caretaker – Derge Park | LR&P |
| One (1) Park Attendant – Harnischfeger Park | LR&P |
| One (1) Park Caretaker – Harnischfeger Park | LR&P |
| One (1) Park Attendant – Ledge Park | LR&P |
| One (1) Park Caretaker – Ledge Park | LR&P |
| One (1) Parks Crew Leader | LR&P |
| One (1) Trail Caretaker – NMP / WGST | LR&P |
| Three (3) Correctional Officers | Sheriff |
| Two (2) Transport Officer – Occasional | Sheriff |

> Motion by Frohling to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Mindemann presented one (1) of absence for consideration for an employee with the Highway Department for a paid General Leave more than three (3) days (1/9/17-1/16/17) to care for a child. Mindemann explained that this employee did not qualify under the FMLA, due to being employed less than 12 months. Mindemann indicated that Human Resources does have supporting medical certification for the leave request.

> Motion by Greshay to approve the leave of absences as presented. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION - Taylor Nehls, Traffic Patrol Officer, Sheriff, $29.66, SSU04, 5M54, 02/19/2017; Barbara A. Buss, Bailiff, Clerk of Courts, $13.50, MSC26, ST01, 01/06/2017; Vonne M. Meussling-Barnett, Counselor I – Comm. Supp. Specialist, Human Services, $18.77, DC05, ST01,

01/30/2017; Emily R. Schmitz, Social Worker II – LTS/APS, Human Services, $22.66, DC07, ST01, 01/09/2017; NEW HIRE (cont.) - Carol A Sande, Nutrition Site Manager – Float, Human Services, $11.93, MSC15, ST01, 01/23/2017; Cynthia L. Solberg, Transportation Driver, Human Services, $12.40, MSC17, ST01, 01/24/2017; Jessica M. Wallace, Economic Support Specialist I, Human Services, $16.83, DC04, ST01, 01/30/2017; RE-HIRE - Traci L. Sobstad, Social Worker II – CPS, Human Services, $24.60, DC07, ST04, 02/13/2017; Amy Hopp, Deputy Medical Examiner, Medical Examiner, $84.12/diem, ME0006, ST01, 01/12/2017; RECLASSIFICATION - Matthew J. Marvin, Jail Programs Corporal, Sheriff, $26.04, DC06, ST10B, 01/07/2017; RECLASSIFICATION (revised) - Daniel Zank, Maintenance Mechanic, Physical Facilities, $21.90, DC06, ST03, 01/01/2017; STEP INCREASE - Karen J. Krentz, Child Support Lead Worker, Child Support, $23.95, DC07, ST03, 03/16/2017; Patrick P. Litscher, Child Support Attorney, Child Support, $37.85, DC10, ST13A, 01/30/2017; Bernadette M. Mueller, Child Support Director, Child Support, $36.52, DC11, ST08B, 02/05/2017; Linda S. Neitzel, Child Support Specialist Initiation II, Child Support, $20.38, DC05, ST04, 02/27/2017; Zev D. Kianovsky, Assistant Corporation Counsel, Corporation Counsel, $39.57, DC11, ST12A, 03/31/2017; Dawn M. Bjork, Legal Assistant, District Attorney, $20.43, DC04, ST09A, 02/10/2017; Amy B. Nehls, Emergency Management Director, Emergency Management, $33.05, DC11, ST04, 01/25/2017; Daniel J. Brozek, Welder, Highway, $24.27, DC06, ST07B, 03/12/2017; Eric R. DeMaa, Utility II / Truck Driver West, Highway, $19.47, DC04, ST07A, 03/09/2017; Eric W. Fortlage, Utility II / Truck Driver East, Highway, $19.23, DC04, ST06, 03/01/2017; Gary J. Schulz, Engineering Technician VI, Highway, $27.84, DC07, ST09B, 03/06/2017; Michael G. Baskfield, Counselor III – CSP, Human Services, $28.49, DC07, ST10B, 02/26/2017; Jodell K. Bolda, Social Worker II – CPS Investigator/Intake, Human Services, $25.25, DC07, ST05, 01/10/2017; Amy J. Cook, Sr. Social Worker –Juvenile Court Intake, Human Services, $31.28, DC08, ST11A, 03/09/2017; Barbara J. Cross, Sr. Social Worker – CPS Ongoing, Human Services, $30.58, DC08, ST10A, 02/07/2017; Kathleen A. Gordon, Social Worker I – CPS Ongoing, Human Services, $21.90, DC06, ST03, 03/16/2017; Lisa L. Grycowski, HS Supervisor – CPS Ongoing, Human Services, $30.12, DC10, ST03, 02/09/2017; Yvonne M. Hopkins, Economic Support Specialist II, Human Services, $21.45, DC05, ST06, 04/01/2017; Rhonda S. Hundt, Sr. Social Worker – Juvenile Court Intake, Human Services, $31.28, DC08, ST11A, 02/08/2017; Emily E. Kotecki, Psychiatric Therapist II – Outpatient, Human Services, $28.06, DC09, ST03, 02/16/2017; Mary L. Meyer, Public Health Technician, Human Services, $15.73, DC03, ST03, 01/23/2017; Pennylyn R. Minnig-George, Sr. Social Worker – Juvenile Court Ongoing, Human Services, $31.28, DC08, ST11A, 02/03/2017; Jacqueline N. Oestreich, Account Clerk II – Support Services, Human Services, $19.56, DC03, ST12B, 03/08/2017; David D. Overshiner, Counselor III – AODA, Human Services, $25.25, DC07, ST05, 03/15/2017; Katie E. Toellner, Counselor I Case Manager – MH, Human Services, $19.31, DC05, ST02, 03/14/2017; James C. Wiersma, Sr. Social Worker – Foster Care Coord., Human Services, $31.63, DC08, ST11B, 02/10/2017; Ian C. Dodge, Electronics Technician, Information Technology, $34.13, DC09, ST11B, 03/27/2017; Kevin J. Nakielski, Database Administrator, Information Technology $33.05, DC11, ST04, 02/24/2017; Eugene F. Riha, Database Administrator, Information Technology, $32.18, DC11, ST03, 02/23/2017; Jon G. Duckert, Conservation Technician, Land Conservation, $27.82, DC06, ST13B, 03/04/2017; Anthony S. Lemminger, Custodian II, Physical Facilities, $13.68 DC02, ST03, 01/26/2017; Randy L. Nofsinger, Maintenance Mechanic, Physical Facilities, $23.08, DC06, ST05, 01/30/2017; Ashton M. Harned, Correctional Officer, Sheriff, $19.84, DC05, ST03, 03/11/2017; Trevor J. Mallon, Correctional Officer, Sheriff, $19.84, DC05, ST03, 03/12/2017; Ryan A. Martin, Correctional Officer, Sheriff, $25.74, DC05, ST14B, 03/27/2017; Ryan A. Meyer, Correctional Officer, Sheriff, $20.38, DC05, ST04, 03/17/2017; Hannelore Mueller, Correctional Officer, Sheriff, $25.74, DC05, ST14B, 03/16/2017; Jason A. Polsin, Jail Supervisor, Sheriff, $30.23, DC05, ST9B, 03/01/2017; Justin D. Lind, Utility II/Truck Driver, Highway, $18.75, DC04, ST05, 03/02/2017; Bruce H. Wolff, County Patrolman East, Highway, $22.84, DC04, ST14A, 02/27/2017; Jeffrey S. Diels, State Patrolman East, Highway, $22.84, DC04, ST14A, 03/01/2017; Derek H. Marquardt, Equipment Operator West, Highway, $22.79, DC05, ST09A, 01/30/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

**HR Director's Report:**

a) Disciplinary Actions: Hinze notified the Committee of written warnings issued to two (2) employees regarding failure to pay an invoice timely. She indicated that a procedure was put in place to prevent an incident such as this from happening again. Hinze also notified the Committee that an employee chose to resign after being questioned regarding possible false statements the employee made to a supervisor.
b) Grievances and Arbitrations: None to Report

Future Agenda Items: ETF Group Insurance Board Report, update to Personnel Policies and Procedures regarding Sheriff's Office 12-hour shifts, and Worker's Compensation Fund Balance update.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **February 21, 2017 and March 7th, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:17 p.m.

Richard L. Greshay
Richard Greshay, Secretary

Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Monday, February 6, 2017 in meeting room 4C, located on the fourth floor of the Administration Building.

**MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt**

**MEMBERS EXCUSED: None**

**ALSO PRESENT: Sarah Hinze, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy; Sheriff Dale Schmidt; Kyle Gulya, County Labor Attorney (via phone)**

Motion by Frohling, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining, and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(e) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:30 a.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Duchac, second by Frohling to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:40 a.m.

Richard L. Greshay

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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