

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 17, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

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

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Janet Wimmer, Director of Human Services and Health; Sheila Drays, Human Services Division Manager.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Rains 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 Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Frohling to approve the minutes of the March 2, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac to approve the minutes. Motion carried.

Eske explained a request for donations of sick time for an employee of the Human Services and Health Department who has a serious health condition that requires her to be out of work on an intermittent basis. Eske explained that this employee will exhaust her available paid time during this period of time.

Motion by Greshay to approve the request for donations of sick time under the established guidelines and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Rains gave an update regarding the health insurance survey that the Hayes Company has been working on. He indicated that an email went out to those who have not responded to the survey using Rains' email address and name. Rains indicated that the date for responses is March 28, 2015.

Leave of Absence: None.

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

**NEW HIRE–UNION:** None. **RE-HIRE – UNION:** None. **RECLASSIFICATION–UNION:** None. **STEP INCREASE – UNION:** None. **NEW HIRE:** Eric R. DeMaa, Utility II/Truck Driver–West, Highway Department at \$17.14, Pay Grade DC04, Step ST02 effective 03-09-15; Ashton M. Harned, Correctional Officer–Relief, Sheriff’s Department–Jail Division at \$18.34, Pay Grade DC04, Step ST04 effective 03-11-15; Trevor J. Mallon, Correctional Officer–Relief, Sheriff’s Department–Jail Division at \$18.34, Pay Grade DC04, Step ST04 effective 03-12-15. **RE-HIRE:** None. **LIMITED TERM/SEASONAL:** None. **RECLASSIFICATION:** None. **STEP INCREASE:** Chelsea A. Nehls, Deputy Clerk of Courts, Clerk of Courts Department at \$19.52, Pay Grade DC04, Step S07B effective 04-11-15; Robert S. Mindemann, County Patrolman, Highway Department at \$21.90, Pay Grade DC04, Step S12B effective 04-14-15; Lori A. Hill, Administrative Secretary II, Land Resources & Parks Department at \$18.52, Pay Grade DC03, Step S10B effective 03-04-15; Jennifer A. Schmidt, Administrative Secretary II, Land Resources & Parks Department at \$18.52, Pay Grade DC03, Step S10B effective 03-08-15. **NON-SCHEDULED INCREASE:** None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

**HR Director’s Report:**

- a) **Disciplinary Actions:** Rains informed the Committee that an employee of the Highway Department was terminated for violations of policies.
- b) **Grievances and Arbitrations:** None.

Rains distributed a memo regarding the final outcomes of the 2014 employee performance evaluations. He indicated that he updated the numbers that he put together back in late 2014. Rains stated that a copy of this memo will be on the County Board Supervisor’s desks this evening.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests. (List – all Except Office Manager Highway and ADRC; see below for these approvals)

Child Support Specialist I–Enforcement–F.T., Child Support Department  
Lead Worker–F.T., Child Support Department  
Paralegal Intern–Seasonal/Occasional, District Attorney Department  
Center Line Operator–F.T., Highway Department  
Utility II/Truck Driver, Highway Department  
Park Forman–F.T., Land Resources & Parks Department  
Park Attendant–Astico Park-Seasonal/Occasional, Land Resources & Parks Department  
Park Caretaker–Astico Park-Seasonal/Occasional, Land Resources & Parks Department  
Park Attendant–Derge Park–Seasonal/Occasional, Land Resources & Parks Department  
Park Caretaker–Derge Park–Seasonal/Occasional, Land Resources & Parks Department  
Park Attendant–Ledge Park–Seasonal/Occasional, Land Resources & Parks Department  
Park Caretaker–Ledge Park–Seasonal/Occasional, Land Resources & Parks Department

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Park Attendant–Harnischfeger Park–Seasonal/Occasional, Land Resources & Parks Department

Park Caretaker–Harnischfeger Park–Seasonal/Occasional, Land Resources & Parks Department

Trail Caretaker–Wild Goose State Trail/Nitschke Mounds Park. Land Resources & Parks Department

Director of Communications/Support Services-F.T., Sheriff's Department–Communications Division

Jail Programs Specialist–F.T., Sheriff's Department – Jail Division

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

Future Agenda Items: None indicated.

Future Meeting Dates and Times: It was the consensus of the Committee to reschedule the April 21, 2015 meeting to April 22, 2015 at 9:00 am due to the County Board meeting during the day of April 17, 2015.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **regular meetings on April 7, 2015 and April 22, 2015 at 9:00 a.m., all of which will be held in room 4C of the Administration Building.**

The Committee next discussed the Personnel Requisitions to refill the position of Office Manager at the Highway Department. Frohling asked if this was an appropriate time to start discussions regarding whether this and other positions should report directly to the Finance Department. Mielke indicated that he would not support moving this position into the Finance Department. Mielke stated that this is a very specialized position, which is responsible for reporting to the Department of Transportation and cost accounting within the Highway Department. Mielke indicated that this position must work very closely with the Finance Department and this is an expectation of this position.

Office Manager–F.T., Highway Department

The Committee next discussed the Personnel Requisition for Human Services Supervisor-ADRC/Aging Services. Wimmer and Drays explained to the Committee that the proposed State budget includes a provision to privatize the Aging and Disability Resource Centers throughout the State. Wimmer explained that the budget states that a County “may” privatize this program. She stated that there is a lot of push back from Counties regarding this. She stated that she and Drays will be attending meetings in Madison to discuss this with lawmakers. She indicated that she feels it is in the best interest of the County to approve the refilling of this position at this time.

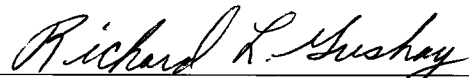
Supervisor–ADRC/Aging Services–F.T., Human Services & Health Department

Motion by Duchac to approve both Personnel Requisitions as presented. Mielke recommended approval of both. Second by Schmidt. Motion carried.

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Mielke informed the Committee that a request came from a County Board Supervisor to perform a forensic audit of three major County Departments. Mielke explained to the Committee what is involved in a forensic audit. He further informed the Committee that he had been in contact with Johnson Block who does the entire County's financial audits and another firm, Baker Tilly, to discuss aspects of forensic audits and alternatives that could be implemented instead of a forensic audit. Mielke stated that at the April County Board meeting there most likely will be a resolution presented to start an RFP process for a forensic audit. Mielke stated that it is the intention of the Executive Committee to present a resolution at the same meeting, which will recommend an alternative or alternatives the County could implement instead of conducting a forensic audit.

Meeting adjourned by order of the Chair at 10:18 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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