

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 19, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, County Administrator; Angi Zilliox, HR Specialist; Jane Hooper, Clearview Administrator; Mark Bethke, County Conservationist.**

**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 Duchac to approve the minutes of the May 5, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling to approve the minutes. Motion carried.

Hooper addressed the Committee regarding a recommendation to revise County policies regarding the accrual of benefits as applies to employees at Clearview who work 7.75 hours per day. She explained that the practice at Clearview has been to use 7.75 hours instead of 8 hours as the basis for calculating benefits for those employees to whom this applies. As an example, ten days of vacation would equal 77.50 hours. Rains explained that this is the way Clearview has been calculating benefit accruals since the change from 8 hours per day to 7.75 hours per day was negotiated with the union. When the County revised the policies as a result of Act 10 specific language regarding this group of employees was not included in the policy. Hooper and Rains answered questions from Committee members. It was the consensus of the Committee to update the policies to reflect the current practice.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members. Hooper explained how the Kronos Project implementation is going at Clearview and answered questions from the Committee members.

Rains handed out a copy of a draft memo completed in conjunction with Sara Hames of the Hayes Companies, Mielke and himself. He explained that this memo summarizes the health insurance survey process and the determination of the Committee regarding further action. The Committee reviewed the memo and agreed it can be placed on each County Board members desk for this evening's meeting. Rains informed the Committee that Sara Hames questioned whether the County would issue a new RFP for a benefit consultant if the County were to implement phase 2 in early 2016, or would Hayes Companies be contracted to implement phase 2 as per the

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original RFP. It was the consensus of the Committee that at this time it intends to work with Hayes Companies of Wisconsin on phase 2 should the County decide to go forward.

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

- One (1) Jail Corporal – F.T., Sheriff's Department
- One (1) Family Court Counselor – P.T. 28 hrs/wk, Family Court Counseling
- One (1) Jail Corporal – F.T., Sheriff's Department
- One (1) Administrative Secretary III – P.T. 32 hrs/wk, Land Conservation Department

Motion by Greshay to approve the Personnel Requisition as presented. Second by Duchac. Motion carried.

Leave of Absence: Eske explained a leave of absence request for a county provided medical leave from an employee of the Human Services Department. Eske explained that this employee has exhausted her 2015 State and Federal FMLA and is still unable to return to work due to her serious health condition. Eske explained that the employee has medical support for the need to be off work for her own serious health condition.

Motion by Greshay to approve the leave of absence request as presented. Second by Schmidt. Motion carried.

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

RECLASSIFICATION – UNION: Scott Petrack, Recreational Patrol Officer, Sheriff's Department, \$29.21, Shift Change Only, Pay Grade SSU04, Step 6M54, 05-02-15; Kelsey Knap, Traffic Patrol Officer, Sheriff's Department, \$25.55, Shift Change Only, Pay Grade SSU04, Step 1\_ST, 01-20-15; Dustin Waas, Traffic Patrol Officer, Sheriff's Department, \$25.55, Shift Change Only, Pay Grade SSU04, Step 1\_ST, 02-09-15. NEW HIRE: Pamela Wiersma, Child Support Specialist I, Child Support, \$16.66, Pay Grade DC04, Step ST01, 06-01-15; Debra Garetson, Office Manager, Highway Department, \$31.00, Pay Grade DC11, Step ST02, 05-04-15; Cassondra G. Gilbert, Account Clerk-LTE, Human Services & Health Department, \$12.81, Pay Grade DC02, Step ST01, 04-22-15; Stephanie Ohms, Sr. Social Worker-Juvenile Court Ongoing, Human Services & Health, \$25.75, Pay Grade DC08, Step ST03, 05-05-15; Jennifer Main, Customer Service/Support Specialist, Human Services & Health, \$12.81, Pay Grade DC02, Step ST01, 05-20-15; Fredrick Posthuma, Trail Caretaker-Seasonal, Land Resources & Parks, \$10.61, Pay Grade MSC06, Step 1\_ST, 05-20-15; STEP INCREASE: Adrian J. Woods, Mechanic, Highway Department, \$21.68, Pay Grade DC06, Step ST03, 06-16-15; Kim L. Anthony, Customer Service & Support Specialist, Human Services & Health Department, \$17.57, Pay Grade DC02, Step S14B, 7-02-15; Steven A. Edwards, Audit/Compliance Officer, Human Services & Health Department, \$24.03, Pay Grade DC06, Step S07B, 06-18-15; Sandra J. Eichmann, Counselor III – Mental Health AODA, Human Services & Health Department, \$25.00, Pay Grade DC07, Step ST05, 06-21-15; Sara J. Gaska, HS Supervisor-Clinical Services, Human Services & Health Department, \$31.00, Pay Grade DC11, Step ST02, 03-24-15; Donald O. Matthews, Psychiatric Therapist II, Human Services & Health Department, \$31.17, Pay Grade DC09, Step S08A, 06-24-15; Kaylin J. Reeb, Psych. Therapist II-Clinical Services Intake, Human Services & Health Department, \$27.04, Pay Grade DC09, Step ST02, 05-05-15; Brian P.

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Drumm, Lieutenant-Detective Division, Sheriff's Department–Detective Division, \$32.24, Pay Grade DC10, Step ST06, 07-13-15; Annette M. Duckett, Deputy Secretary-Jail, Sheriff's Department, Jail Division, \$20.46, Pay Grade DC03, Step S14B, 6-05-15; Mark Grams, Veterans Service Officer, Veterans Services, \$31.43, Pay Grade DC10, Step ST05, 05-20-15; Jesse O'Neill, Senior GIS Specialist, Land Resources & Parks Dept., \$30.28, Pay Grade DC08, Step S10A, 05-05-15; Ted Dumke, Senior Land Survey, Land Resources & Parks Dept., \$25.75, Pay Grade DC08, Step ST03, 05-09-15; Lori Lange, RN Public Health, Human Services & Health, \$31.32, Pay Grade DC08, Step S11B, 06-19-15; Mark Schwartz, Jail Supervisor, Sheriff's Department, \$30.28, Pay Grade DC08, Step S10A, 07-17-15; Kelly McMillan, Deputy Clerk of Courts, Clerk of Courts, \$19.28, Pay Grade DC04, Step S06A, 06-22-15; Bonnie Backhaus, Receptionist II, Clerk of Courts, \$13.18, Pay grade DC02, Step ST02, 05-29-15; Mary Muskovitz, Administrative Assistant Finance, Finance Department, \$19.99, Pay Grade DC04, Step S08B, 06-01-15; Kathryn M. Zwieg, Administrative Secretary III, District Attorney, \$18.10, Pay Grade DC03, Step S09B, 06-05-15.

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 Sheriff's Department has been advised that the Sheriff will be filing charges with the Law Enforcement Committee requesting a demotion.
- b) Grievances and Arbitrations: None.

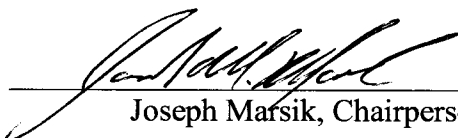
Future Agenda Items: June 2: Discussion regarding compression of wages between Sworn Union employees and Command Staff. June 16: Discussion and consideration regarding 2016 budget recommendations re: health and dental insurance rates and compensation plan adjustment.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **regular meetings on Tuesday, June 2, 2015 at 9:00 a.m. and Tuesday, June 16, 2015 at 9:00 a.m.**, both of which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 9:40 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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