

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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

**MEMBER EXCUSED: Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 21, 2015 at 9:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, HR Analyst; Jim Mielke, County Administrator; Angi Zilliox, HR Specialist; Scott Smith, Chief Deputy.**

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

Roll call was taken. All members present, except Duchac who was excused.

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 Schmidt approve the minutes of the July 7, 2015 regular meeting of the Human Resources and Labor Negotiations Committee as presented. Second by Frohling. Motion carried.

Rains passed around the signature page from the Sworn union Local 1323-B 2014-2016 Labor Agreement. All members present signed the document.

Rains indicated that he did not have an update on agenda item number 9 regarding employer and employee contributions towards health insurance for certain Clearview employees due to the fact that his contact at The Hayes Companies is currently on vacation. Rains will have a report at the next meeting.

Mielke explained that first interviews for the soon to be vacation Human Resources Director position will be held on July 22, 2015 and that five (5) candidates will be interviewed. He indicated that one may possibly voluntarily withdraw due to a scheduling conflict. Mielke indicated that the interview panel will consist of two (2) HR Directors, one (1) from Waukesha County and one (2) from Jefferson County, Marsik, Frohling and himself. He explained that second interviews will be held on August 4, 2015. He indicated that the regular Committee meeting will be held from 9:00 am to 10:00 am. Immediately after the there will be a meet and greet from 10:00 am to 10:45 am. The interviews will start at 10:45 am. He indicated he is looking to interview the top two (2) or three (3) candidates. Mielke indicated that he would like to take his appointment to the August 18, 2015 County Board meeting and in order to meet this deadline this Committee will need to approve his appointment so a special meeting will need to be scheduled. It was the consensus of the Committee to hold a special meeting on August 7, 2015 at 1:00 pm.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 07/21/15

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

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

- (One) 1 Account Clerk III – F.T., Human Services & Health
- (One) 1 Psychiatric Therapist II – Outpatient – F.T., Human Services & Health
- (One) 1 Psychiatric Therapist II – Crisis Intake – F.T., Human Services & Health

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

Leave of Absence: Rains explained that an employee of the Sheriff's Department is requesting a general unpaid leave of absence for four (4) days between two approved Military leave of absences.

Motion by Schmidt to approve the leave as requested. Second by Greshay. Motion carried.

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

NEW HIRE Lisa Zimmer, Account Clerk II – Clinical Services, Human Services & Health, \$14.74, Pay Grade DC03, Step ST01, 07/30/15. LIMITED TERM/SEASONAL Emily Boyd, Imaging Intern, Land Resources & Parks, \$10.00, Pay Grade MSC19, Step ST01, 07/13/15; Patti Messenger-Evans, Seasonal Help I, Treasurer's Department, \$9.00, Pay Grade MSC02, Step ST01, 07/14/15; Michelle Copeland, Seasonal Help I, Treasurer's Department, \$9.00, Pay Grade MSC02, Step ST01, 07/14/15. RECLASSIFICATION Debra Wolfram, Family Court Counselor, Family Court Counseling, \$26.37, Pay Grade DC06, Step S11B, 07/06/15; Jackie Vincent, HS Supervisor – Administrative Support, Human Services & Health, \$24.36, Pay Grade DC08, Step ST01, 07/14/15. STEP INCREASE Nicole Hoepfner, Property Listing Specialist, Land Resources & Parks, \$19.12, Pay Grade DC05, Step ST02, 6/09/15; Angela Zilliox, Human Resources Specialist, Human Resources, \$25.75, Pay Grade DC08, Step ST03, 7/09/15; Thomas P. Prust, Stock Clerk, Highway Department, \$22.37, Pay Grade DC04, Step S13B, 09/06/15; John S. Schuster, Stock Clerk, Highway Department, \$22.61, Pay Grade DC04, Step S14A, 09/09/15; Kyle S. Opetz, Corporal-Jail, Sheriff's Department, \$27.16, Pay Grade DC06, Step S12B, 09/02/15; John M. Haase, Shop Superintendent, Highway Department, \$36.59, Pay Grade DC11, Step S09A, 07/13/15; Mary P. Rosecky, RN-Public Health/WIC, Human Services & Health, \$31.32, Pay Grade DC08, Step S11B, 02/25/15; Vicki L. Lessard, Communication Officer, Sheriff's Department, \$25.69, Pay Grade DC05, Step S14B, 07/25/15; Samantha L. Laughlin, Jail Supervisor, Sheriff's Department, \$28.74, Pay Grade DC08, Step S07B, 07/07/15; Debra L. Kaul, Deputy Secretary, Sheriff's Department, \$20.21, Pay Grade DC03, Step S14B, 08/11/15; Amy L. Muenchow, Public Health Technician, Human Services & Health, \$15.16, Pay Grade DC03, Step ST02, 03/10/15; Marvella Puga, Public Health Technician, Human Services & Health, \$17.05, Pay Grade DC03, Step S07A, 03/20/15; Eunice A. Berndt, RN Case Manager, Human Services & Health, \$27.14, Pay Grade DC08, Step ST05, 06/01/15; Catherine D. Schoenberger, Economic Support Specialist II, Human Services & Health, \$19.65, Pay Grade DC05, Step ST03, 06/18/15.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

**HR Director's Report:**

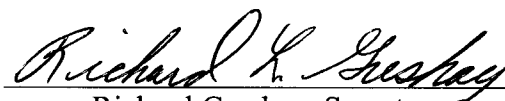
- a) Disciplinary Actions: Rains informed the Committee that an employee of Clearview was given the opportunity to resign her employment involving an incident of poor performance related to her attitude. Rains indicated that this was not the first incident of this nature. She chose to terminate her employment.
  
- b) Grievances and Arbitrations: None.

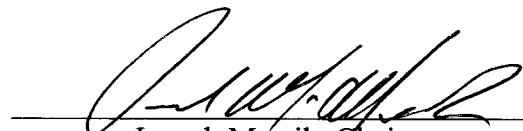
Future Agenda Items: Discussion and consideration regarding the ACA rules and changes to the Clearview policy regarding health insurance premiums. Discussion and Consideration of wage for Staff Prescriber-Psychiatric Nurse Practitioner.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **August 4, 2015 at 9:00 a.m.**, which will be held in room 1 H&I of the Administration Building, and **August 18, 2015 at 9:00 a.m.**, which will be held in room 4C of the Administration Building. Special meeting on **August 7, 2015 at 1:00 p.m.**, which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 9:25 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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