

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, August 18, 2015 at 9:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, Assistant HR Director; Jim Mielke, County Administrator; Brian Field, Highway Commissioner; Shelby Miller, HR Assistant II.

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

Roll call was taken. All members present.

Eske 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 August 4, 2015 regular meeting of the Human Resources and Labor Negotiations Committee as presented. Second by Schmidt. Motion carried.

Motion by Schmidt to approve the open session minutes of the August 10, 2015 special meeting of the Human Resources and Labor Negotiations Committee as presented. Second by Duchac. Motion carried.

Motion by Schmidt to approve the closed session minutes of the August 10, 2015 special meeting of the Human Resources and Labor Negotiations Committee as presented. Second by Duchac. Motion carried.

Brian Field informed the committee of the Resolution to abolish two vacant, unfunded, benefited, full-time positions of Equipment Operator in the Dodge County Highway Department and create two new, benefited, full-time positions of Utility II/Truck Driver in the Dodge County Highway Department effective January 1, 2016, that will go before the full County Board this evening. Field explained that State highway funding has increased and he would like to use this funding to repair and maintain highways within the County. He stated that the County has changed the type of equipment used to construct and repair road ways and therefore the number of Equipment Operators that were needed in the past are not needed to complete this work at present time. He stated that the greater need is for Utility II/Truck Drivers. He stated that by funding these positions will also provide more manpower in the winter months for snow plowing. Discussion followed.

Motion by Greshay to approve the Resolution to abolish two vacant, unfunded, benefited, full-time positions of Equipment Operator in the Dodge County Highway Department and create two new, benefited, full-time positions of Utility II/Truck Driver in the Dodge County Highway Department effective January 1, 2016. Second by Frohling. Motion carried.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/18/15

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

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|--|-------------------------------|
| (One) 1 Social Worker 1, II or Senior – F.T. | Human Services & Health Dept. |
| (One) 1 Utility II – Truck Driver – F.T. | Highway Department |
| (One) 1 Office Manager – F.T. | Highway Department |

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

Leave of Absence: Eske explained that an employee of the Highway Department has requested a leave of absence for his own serious health condition. Eske explained that this employee has not been employed with the County for at least one (1) year and therefore does not qualify for FMLA. Eske stated the employee has medical support.

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

Eske informed the committee that a tentative meeting has been set up for August 27, 2015 with Hayes regarding the ACA standards/health benefits offered to certain Clearview employees. An update will be given at the September 1, 2015 meeting.

Eske gave the Committee an update on the Kronos Project.

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

RECLASSIFICATION – UNION: Jason Boeck, Patrol Sergeant, Sheriff's Department, \$30.44, Pay Grade, SSU08, Step 5M42, 08/06/15. NEW HIRE: Brock Walker, Welder, Highway Department, \$21.10, Pay Grade DC06, Step ST02, 08/03/15; James Fredrick, Trail Caretaker, Land Resources & Parks, \$10.61, Pay Grade, MSC06, Step ST01, 08/03/15. LIMITED TERM/SEASONAL: Maia Tienstra, Imaging Intern-LR & P, Land Resources & Parks, \$10.00 Pay Grade, MSC19, Step ST01, 06/15/15. RECLASSIFICATION: Kristine Schefft, HS Supervisor – ADRC/Aging Services, Human Services & Health, \$26.29, Pay Grade, DC09, Step ST01, 08/03/15; Jennifer Scharf, Social Worker II – CPS Ongoing, Human Services & Health, \$22.44, Pay Grade, DC07, Step ST01, 07/16/15; Ashley Schabel, Economic Support Specialist II, Human Services & Health, \$18.59, Pay Grade, DC05, Step ST01, 09/24/15; Jaime Bailey, Counselor II – MH Case Manager-CCS, Human Services & Health, \$20.51, Pay Grade, DC06, Step ST01, 07/25/15; Jeramy Grossman, Communications Sergeant – Relief, Sheriff's Department, \$26.53, Pay Grade, DC07, Step S07B, 08/06/15; Erin A. Wiley, Social Worker I – CPS Investigator-Intake, Human Services & Health Dept., \$20.51, Pay Grade, DC06, Step ST01, 08/17/15; Shelby Miller, Human Resources Assistant II, Human Resources Department, \$17.61, Pay Grade DC04, Step ST03, 06/16/15. STEP INCREASE: Lynn Lothen, Aging & Disability Specialist III, Human Services & Health, \$28.20, Pay Grade, DC07, Step ST10B, 09/28/15; Ann Nagle, Counselor III – Case Manager MH/CCS, Human Services & Health, \$23.08, Pay Grade, DC07, Step ST02, 09/29/15; Erica Lemke, Communications Officer, Sheriff's Department, \$24.96, Pay Grade, DC05, Step ST13B, 07/28/15.

The Committee reviewed the Orientation Period Reports as presented.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/18/15

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: None.
- 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. Upcoming Kronosconference.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **September 1, 2015 and September 15, 2015 at 9:00 a.m.**, which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 9:28 a.m.

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
SEPTEMBER 1, 2015

PERSONNEL REQUISITION REQUESTS

| | |
|--|-------------------------------|
| (One) 1 Assistant HR Director – F.T. | Human Resources Department |
| (One) 1 Utility II Truck Driver – F.T. | Highway Department |
| (One) 1 Staff Prescriber – Psychiatric Nurse Practitioner – P.T. | Human Services & Health Dept. |

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

| | | |
|------------------|-------------------------|----------------------|
| Laurie Covington | Sheriff's Department | 09-01-15 to 03-01-15 |
| Care for Sister | County General Leave | |
| Cheryl Fietzer | Human Services & Health | 09-14-15 to 10/06/15 |
| Medical for Self | Unpaid General Leave | |

PERSONNEL CHANGES:

NEW HIRE – UNION

None.

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

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|-----------------|----------------------------|----------------------|
| Jason Roy | Traffic Patrol Officer | Sheriff's Department |
| \$27.67 (+0.38) | Pay Grade SSU04, Step 4M30 | 09/01/15 |

NEW HIRE

| | | |
|-----------------|--------------------------------------|------------------------|
| Michael Canniff | Senior Survey and Mapping Specialist | Land Resources & Parks |
| \$24.36 | Pay Grade DC08, Step ST01 | 08/31/15 |

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|-----------|--|-------------------------|
| Keli Ooms | Social Worker I-Juvenile Court Ongoing | Human Services & Health |
| \$20.51 | Pay Grade DC06, Step ST01 | 08/31/15 |

| | | |
|----------------|--|-------------------------|
| Jason Flanders | Psychiatric Therapist II-MI Outpatient | Human Services & Health |
| \$26.29 | Pay Grade DC09, Step ST01 | 09/08/15 |

RE-HIRE

None.

LIMITED TERM/SEASONAL

None.

RECLASSIFICATION

| | | |
|-----------------|-----------------------------|---------------------|
| Barbara Brooks | Administrative Secretary II | Physical Facilities |
| \$16.65 (+0.00) | Pay Grade DC02, Step S12A | 08/13/15 |

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – SEPTEMBER 1, 2015

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|---------------------------------------|---|--|
| Traci Guse \$14.74 (+1.56) | Administrative Secretary III Pay Grade DCO3, ST01 | Veterans Services/Land Conservation 07/27/15 |
| Randall Woock \$21.77 (+0.11) | Equipment Operator – West Pay Grade DC05, S07B | Highway Department 08/17/15 |
| Sarah Eske \$40.72 (\$10.90) | Human Resources Director Pay Grade DC15, ST01 | Human Resources 08/19/15 |
| Lindsay Kirchoff \$27.04 | Psychiatric Therapist II-Clinical Services Intake Pay Grade DC09, ST02 | Human Services & Health 08/24/15 |
| <u>STEP INCREASE</u> | | |
| Cayla Her \$21.68 (+0.58) | Victim Witness Coordinator Pay Grade DC06, Step ST03 | District Attorney 05/27/15 |
| Dawn Luck \$19.52 (+0.48) | Deputy Clerk of Courts Pay Grade DC04, Step ST07B | Clerk of Courts 08/15/15 |
| David Addison \$30.28 (+1.05) | Senior Land Information Specialist Pay Grade DC08, S10A | Land Resources & Parks 08/16/15 |
| Amarilys Rodriguez \$19.70 (+0.53) | Economic Support Specialist II Pay Grade DC05, ST03 | Human Services & Health 08/06/15 |
| Amanda Higgins \$22.27 (+0.59) | Elder Benefit Specialist II Pay Grade DC06, ST04 | Human Services & Health 08/09/15 |
| Christine Kjornes \$17.26 (+0.21) | Deputy County Clerk Pay Grade DC03, S07B | County Clerk 07/24/15 |
| Sheila Drays \$37.93 (+1.06) | Division Manager Pay Grade DC14, ST02 | Human Services & Health 08/11/15 |
| Sara Mills \$22.85 (+0.58) | Disability Benefits Specialist II Pay Grade DC06, ST05 | Human Services & Health 07/18/15 |
| Anthony Roethle \$22.57 (+0.27) | Facilities Operations Technician Pay Grade DC05, S09A | Highway Department 08/29/15 |
| Russel L. Freber \$38.98 (+1.05) | Director Pay Grade DC14, ST03 | Physical Facilities 08/23/15 |
| Shellie Schroeder \$17.61 (+0.47) | Deputy Clerk of Courts Pay Grade DC04, ST03 | Clerk of Courts 09/30/15 |
| Robyn Warzala \$17.61 (+0.47) | Deputy Clerk of Courts Pay Grade DC04, ST03 | Clerk of Courts 10/05/15 |

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – SEPTEMBER 1, 2015

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|---------------------------------------|---|-------------------------------------|
| Paula Mandel \$19.28 (+0.24) | Deputy Clerk of Courts Pay Grade DC04, ST07A | Clerk of Courts 10/17/15 |
| Dale Neuberger \$21.66 (+0.29) | County Patrolman Pay Grade DC04, S12A | Highway Department 10/17/15 |
| Bruce Von Rueden \$22.13 (+0.47) | County Patrolman Pay Grade DC04, S13A | Highway Department 10/12/15 |
| Jay Marquardt \$21.90 (+0.24) | County Patrolman Pay Grade DC04, S12B | Highway Department 10/08/15 |
| Michael Chapman \$21.90 (0.24) | State Patrolman Pay Grade DC04, S12B | Highway Department 10/15/15 |
| Brian Benson \$18.09 | County Patrolman Pay Grade DCO4, ST04 | Highway Department 10/07/15 |
| David Callies \$21.90 (+0.48) | Utility II Truck Driver Pay Grade DC04, S12B | Highway Department 10/22/15 |
| Linda Thieme \$26.37 (+0.29) | Corporal-Jail Pay Grade DC06, S11B | Sheriff's Department 10/03/15 |
| Michelle Pieper \$27.14 (+0.69) | Jail Supervisor Pay Grade DC08, ST05 | Sheriff's Department 09/15/15 |
| Katherine Brady \$19.70 (+0.53) | Economic Support Specialist II Pay Grade DC05, ST03 | Human Services & Health 10/01/15 |
| Jacquelyn DeLaRosa \$21.10 (+0.59) | Economic Support Specialist Lead Pay Grade DC06, ST02 | Human Services & Health 10/06/15 |
| Judith Wiese \$23.08 (+0.64) | Dementia Care Specialist II Pay Grade DC07, ST02 | Human Services & Health 10/20/15 |
| Melissa Evans \$21.10 (+0.59) | Social Worker-APS/LTS Pay Grade DC06, ST02 | Human Services & Health 10/27/15 |
| Beverly Behm \$16.84 (+0.19) | Customer Service/Support Specialist Pay Grade DC02, S12B | Human Service & Health 09/06/15 |
| Vitoria Rahn \$18.10 (+0.42) | Account Clerk II-Public Health Pay Grade DC03, S09B | Human Services & Health 09/06/15 |
| Bethany Justmann \$15.58 (+0.42) | Medical Records Clerk Pay Grade DC03, ST03 | Human Services & Health 09/21/15 |

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – SEPTEMBER 1, 2015

Pamela Hupf
\$17.26 (+0.21)

Administrative Secretary III
Pay Grade DC03, S07B

Human Services & Health
09/06/15

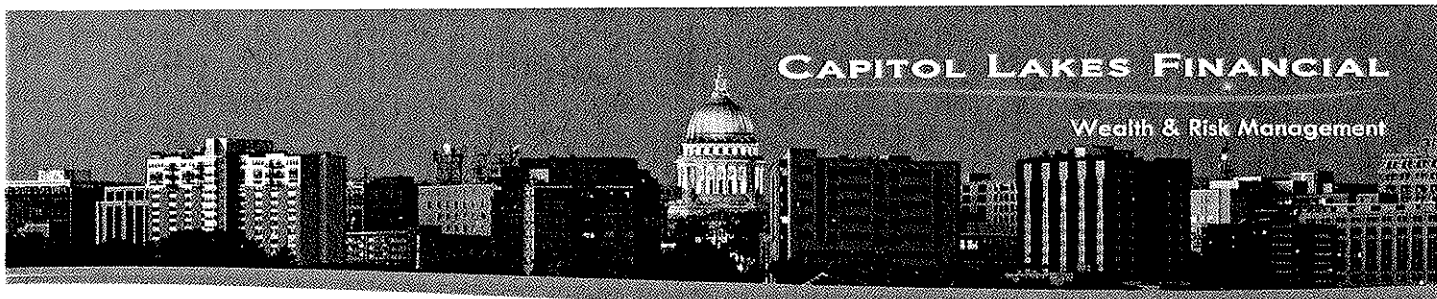
NON-SCHEDULED INCREASE

None.

ORIENTATION PERIOD REPORTS:

| | |
|-----------------|--------------------------|
| Moises Sequeira | Final Orientation Report |
| Jason Alvarado | Final Orientation Report |
| Trevor Mallon | First Orientation Report |
| Ashton Harned | Frist Orientation Report |
| Andrew Miller | First Orientation Report |
| Kippi Bednar | Final Orientation Report |

Human Services & Health
Highway Department
Sheriff's Department
Sheriff's Department
Veterans Service
Human Services & Health



Social Security: Understanding when you should start receiving Retirement Benefits

How does Social Security play into your retirement plan? Achieving the dream of a secure, comfortable retirement is much easier when you plan your finances. Please attend this presentation to learn more about:

- How is your benefit calculated?
- Early retirement vs. Full retirement age.
- Will your benefit be taxable?
- How will your decision affect your spouse?
- Social Security income strategies.

Retirement Checklist: Public employees retirement planning guide to success

Whether you are just starting your career or nearing the end, now is the time to start thinking about the checklist and ask the question "will I be financially sound when I want to retire". Please attend this presentation to learn more about:

- How do you define retirement?
- Seven pension options - Which is right for you?
- When should I take social security?
- How do I allocate retirement savings for income?
- Considering the cost of healthcare in retirement.
- How long will my sick leave conversion pay for health insurance?

Investment Planning: Roth IRA Conversions

- Difference between Roth IRAs and Traditional IRAs
- Conditions that make Roth IRA distributions free from federal income tax
- Ways to convert a traditional IRA and/or employer retirement plan to a Roth IRA
- Calculating the conversion tax
- Best conversion practices and strategies

Health Care Cost: Impact of rising health care cost on financial independence

- Converting sick leave to cover health insurance premiums.
- How do you plan for health care costs that exceed inflation?
- What is the impact of an extended care scenario on your financial future?
- Health care protection strategies

Pension Planning: An inside look at your pension decision before retirement

- Seven options – Which one is right for you?
- Core vs. Variable
- How is your benefit calculated?
- What does it cost to provide your survivor with benefits?
- Pension income strategies.

Investment Planning: Getting Started!

- Investment fundamentals
- Difference between stocks, bonds, mutual funds
- Importance of asset allocation
- Effects of inflation and compounding
- Managing portfolio risk
- Identifying financial goals and time horizons

Retirement Income Planning: Will you have enough?

Retirement income planning is the process of understanding how much income you will need during your retirement years to support the retirement lifestyle you want. Please attend this presentation to learn more about

- Impact of early retirement and delayed retirement
- Planning for health-care, taxes, and inflation
- Pension and Social Security strategies
- Account distribution strategies and withdrawal rate
- Managing your portfolio after retirement

Investment Planning: Alternative Investments

An intermediate understanding of financial terms and prior investment experience will be helpful.

- What are alternative Investments?
- Ways to increase portfolio diversification
- Lower correlation to the traditional stock and bond market
- Learn how large endowments have been early adopters of alternative investments.
- Alternative investment strategies