

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Duchac, Frohling, Greshay and Schmidt.

MEMBER EXCUSED: Marsik

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 1, 2015 at 9:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Ruth Otto, IT Director; Laurie Covington, Correctional Officer; Angi Zilliox, HR Specialist; Jane Hooper, Clearview Administrator; Larissa Ramirez, Clearview Intern; Bill Wiley, Director of Financial Services; Leann Schultz, Insurance and Benefits Coordinator; Shelby Miller, HR Assistant II.

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

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

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.

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

Motion by Duchac to approve the minutes of the August 18, 2015 regular meeting of the Human Resources and Labor Negotiations Committee as presented. Second by Schmidt. Motion carried.

Leave of Absence: Covington addressed the Committee with a request for a County General Leave of Absence from 9/1/15 to 3/1/15 to care for her sister on an intermittent basis. Covington explained that her sister has a serious health condition.

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

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

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

Eske presented the Committee with information regarding the out-of-state 2015 Kronos conference that is coming up on November 15-18, 2015 in Las Vegas, Nevada. Joe Marsik had brought this

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topic up last month and asked if Eske was planning on attending. Eske informed the Committee that the conference cost is \$1,525.00 and that the plan is to split the cost, 50/50, between the Human Resources Department budget and the IT Department budget. The cost for the flight and hotel stay is \$562.54 if staying at the Monte Carlo Hotel. Eske explained the Monte Carlo Hotel is across the street from where the conference is being held. She further explained that the flight and hotel stay would be \$1,200.00 if staying at the Aria Hotel where the conference is being held. The total cost to the Human Resources budget would be \$1,325.04 if staying at the Monte Carlo Hotel or \$1,962.50 if staying at the Aria Hotel. Eske stated there is sufficient funds in the training and travel Human Resources Department budget to cover the cost. Otto informed the committee that herself, and two of her staff will be presenting at this conference and said that approximately 12,000 people will be in attendance at this conference, with 1/3 of the people in attendance being Human Resource staff. Otto thinks this would be a beneficial conference for Eske to attend. This request will also go before the Executive Committee next Tuesday.

Motion by Duchac to approve Sarah Eske to attend the out-of-state 2015 Kronos conference on November 15, 2015 through November 18, 2015 at the cost of \$1,325.04. Second by Greshay. Motion carried.

Otto informed the committee of three different issues that the Sheriff's Department is currently having with Telestaff. Otto has been in touch with Kronos regarding these issues and they are confident that they can have these issues resolved in approximately a month. Otto informed the committee that the advanced scheduler that Clearview is using is much more user friendly but she will see what Kronos can do to fix the issues with Telestaff first before looking into advanced scheduler for the Sheriff's Department.

Mielke addressed the committee regarding scheduling Financial Education Series sessions by Capitol Lakes Financial for Dodge County Employees. He discussed possibly scheduling two sessions, one in the fall and one in the spring. He stated that he would like to see two sessions held each day one around the lunch hour and one in the evening so employee and their spouses may have the opportunity to attend. Discussion was held by the Committee regarding the employee's use of paid or unpaid time to attend these meetings. It was the consensus of the Committee that the County would absorb any time employees spend attending these sessions during their work day.

Motion by Schmidt to approve scheduling Financial Education Series sessions by Capitol Lake Financial for Dodge County employees. Second by Duchac. Motion carried.

Eske informed the committee that William Pansier, a Traffic Patrol Officer of the Sheriff's Department had informed the Human Resources Department in April, 2015 of the birth of a child. Pansier also requested that the paperwork necessary to add his newborn child to his health insurance be sent to him. Eske explained that Leann Schultz, Insurance and Benefits Coordinator attested to the fact that she sent the necessary paperwork to Pansier's home address. Pansier never received the paperwork. Eske explained that Pansier was allowed to enroll his child into the health insurance plan as per ETF policy. Eske stated that Pansier is asking for consideration to enroll his child in the dental benefit beyond the enrollment period outlined in the Dental Plan document. Eske stated that the County's dental insurance is self-funded and therefore the Committee would need to approve to allow this late enrollment.

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Motion by Duchac to approve Dental Benefit Enrollment of Child for William Pansier.
Second by Schmidt. Motion carried.

Eske informed the committee that Mielke, Jane Hooper, Clearview Administrator, Bill Wiley, Director of Financial Services, Angi Zilliox, HR Specialist and herself met with Hayes Companies of WI last week regarding health insurance eligibility for certain Clearview employees. Eske explained that a change is needed in order for Clearview to be in compliance with the Affordable Care Act (ACA). Eske explained that the ACA defines affordable coverage as coverage that costs the employee no more than 9.5% of his/her own income based on the least expensive single coverage plan offered. Eske explained that the recommendation to this Committee would be to change the current policy to Option #2: Offer the employee the opportunity to enroll in health coverage as of the first of the month following two months after hire (or transfer) with the employer contribution set at 80% of the lowest cost single plan. (based on 2015 Unity Community rates the employee would pay \$123.96 which would be 9.49% of one month's earnings at \$10.89 per hour). The employer contribution of 80% of the single rate (\$495.84) would also apply as the same fixed dollar amount if the employee would choose to enroll in family coverage. The full employer contribution would begin on the first of the month after six months of employment. The percentage contribution may need to be adjusted once 2016 rates are released. Eske explained the estimated increase in costs to Clearview as a result of this change and the possibly penalties the County could face if the County was not in compliance. Hooper and Wiley explained that they will be working on the 2016 budget to incorporate the added costs. Eske explained that letters will go out to current employees who are still in their 6 month waiting period under the old policy to inform them of this change. The committee would like for Clearview to track how many employees take the insurance and how long they stay employed with Clearview.

Motion by Greshay to offer Option #2: Offer the employee the opportunity to enroll in health coverage as of the first of the month following two months after hire (or transfer) with the employer contribution set at 80% of the lowest cost single plan. (based on 2015 Unity Community rates the employee would pay \$123.96 which would be 9.49% of one month's earnings at \$10.89 per hour). The employer contribution of 80% of the single rate (\$495.84) would also apply as the same fixed dollar amount if the employee would choose to enroll in family coverage. The full employer contribution would begin on the first of the month after six months of employment. The percentage contribution may need to be adjusted once 2016 rates are released to qualifying Clearview employees. Second by Duchac. Motion carried.

Eske and Schultz informed the committee that the 2016 health insurance rates came in at a 5.99% increase over last year. Dodge County budgeted a 9% increase for 2016 health insurance rates. Unity Community is still the lowest premium provider. The 2016 prescription drug benefits are the following: Level 1 - \$5 per fill, Level 2 – 20% (\$50 maximum per fill), Level 3 – 40% (\$150 maximum per fill) and Level 4 - \$ 50 per fill. The 2016 deductibles, under the P04, remain the same at \$500.00 for single coverage and \$1,000.00 for family coverage. More details regarding the 2016 health insurance rates will be provided at the next meeting.

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

(One) 1 Assistant HR Director – F.T.
(One) 1 Utility II Truck Driver – F.T.

Human Resources Department
Highway Department

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(One) 1 Staff Prescriber – Psychiatric Nurse Practitioner – P.T.

Human Services & Health Dept.

(One) 1 Assistant Corporation Counsel – F.T.

Corporation Counsel

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

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

STEP INCREASE – UNION: Jason Roy, Traffic Patrol Officer, Sheriff's Department, \$27.67, 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; 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. RECLASSIFICATION: Barbara Brooks, Administrative Secretary II, Physical Facilities, \$16.65, Pay Grade DC02, Step S12A, 08/13/15; Traci Guse, Administrative Secretary III, Veterans Services/Land Conservation, \$14.74, Pay Grade DCO3, ST01, 07/27/15; Randall Woock, Equipment Operator – West, Highway Department, \$21.77, Pay Grade DC05, S07B, 08/17/15; Sarah Eske, Human Resources Director, Human Resources, \$40.72, Pay Grade DC15, ST01, 08/19/15; Lindsay Kirchoff, Psychiatric Therapist II-Clinical Services Intake, Human Services & Health, \$27.04, Pay Grade DC09, ST02, 08/24/15. STEP INCREASE: Cayla Her, Victim Witness Coordinator, District Attorney, \$21.68, Pay Grade DC06, Step ST03, 05/27/15; Dawn Luck, Deputy Clerk of Courts, Clerk of Courts, \$19.52, Pay Grade DC04, Step ST07B, 08/15/15; David Addison, Senior Land Information Specialist, Land Resources & Parks, \$30.28, Pay Grade DC08, S10A, 08/16/15; Amarilys Rodriguez, Economic Support Specialist II, Human Services & Health, \$19.70, Pay Grade DC05, ST03, 08/06/15, Amanda Higgins, Elder Benefit Specialist II, Human Services & Health, \$22.27, Pay Grade DC06, ST04, 08/09/15; Christine Kjornes, Deputy County Clerk, County Clerk, \$17.26, Pay Grade DC03, S07B, 07/24/15; Sheila Drays, Division Manager, Human Services & Health, \$37.93, Pay Grade DC14, ST02, 08/11/15; Sara Mills, Disability Benefits Specialist II, Human Services & Health, \$22.85, Pay Grade DC06, ST05, 07/18/15; Anthony Roethle, Facilities Operations Technician, Highway Department, \$22.57, Pay Grade DC05, S09A, 08/29/15; Russel L. Freber, Director, Physical Facilities, \$38.98, Pay Grade DC14, ST03, 08/23/15; Shellie Schroeder, Deputy Clerk of Courts, Clerk of Courts, \$17.61, Pay Grade DC04, ST03, 09/30/15; Robyn Warzala, Deputy Clerk of Courts, Clerk of Courts, \$17.61, Pay Grade DC04, ST03, 10/05/15; Paula Mandel, Deputy Clerk of Courts, Clerk of Courts, \$19.28, Pay Grade DC04, ST07A, 10/17/15; Dale Neuberger, County Patrolman, Highway Department, \$21.66, Pay Grade DC04, S12A, 10/17/15; Bruce Von Rueden, County Patrolman, Highway Department, \$22.13, Pay Grade DC04, S13A, 10/12/15; Jay Marquardt, County Patrolman, Highway Department, \$21.90, Pay Grade DC04, S12B, 10/08/15; Michael Chapman, State Patrolman, Highway Department, \$21.90, Pay Grade DC04, S12B, 10/15/15; Brian Benson, County Patrolman, Highway Department, \$18.09, Pay Grade DCO4, ST04, 10/07/15; David Callies, Utility II Truck Driver, Highway Department, \$21.90, Pay Grade DC04, S12B, 10/22/15; Linda Thieme, Corporal-Jail, Sheriff's Department, \$26.37, Pay Grade DC06, S11B, 10/03/15; Michelle Pieper, Jail Supervisor, Sheriff's Department, \$27.14, Pay Grade DC08, ST05, 09/15/15; Katherine Brady, Economic Support Specialist II, Human Services & Health, \$19.70, Pay Grade DC05, ST03, 10/01/15; Jacquelyn DeLaRosa, Economic Support Specialist Lead, Human Services & Health, \$21.10, Pay Grade DC06, ST02, 10/06/15; Judith Wiese, Dementia Care Specialist II, Human Services & Health, \$23.08, Pay Grade DC07, ST02, 10/20/15; Melissa Evans, Social Worker-APS/LTS, Human Services & Health, \$21.10, Pay Grade DC06, ST02, 10/27/15; Beverly Behm, Customer Service/Support Specialist, Human Service & Health, \$16.84, Pay Grade DC02, S12B, 09/06/15; Vitoria

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Rahn, Account Clerk II-Public Health, Human Services & Health, \$18.10, Pay Grade DC03, S09B, 09/06/15; Bethany Justmann, Medical Records Clerk, Human Services & Health, \$15.58, Pay Grade DC03, ST03, 09/21/15; Pamela Hupf, Administrative Secretary III, Human Services & Health, \$17.26, Pay Grade DC03, S07B, 09/06/15.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: None.
- b) Grievances and Arbitrations: None.

Future Agenda Items: 2016 Health Insurance Premium Rates.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **September 15, 2015 and October 6, 2015 at 9:00 a.m.**, which will be held in room 4C of the Administration Building.

Motion by Schmidt to adjourn the September 1, 2015 meeting. Second by Duchac. The meeting was adjourned at 10:05 a.m.


Richard Greshay, Secretary


David Frohling, Vice Chairperson

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