

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, October 20, 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; Dale Schmidt, Sheriff; Scott Smith, Chief Deputy; Brian Field, Highway Commissioner; Angi Zilliox, HR Specialist; 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 October 6, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried. Marsik abstained from voting.

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

(One) 1 Account Clerk II – LTE	Finance Department
(One) 1 Senior Accountant – F.T.	Finance Department
(One) 1 Meal Site Manager – P.T.	Human Services & Health

Motion by Frohling to approve the Personnel Requisitions as presented and approval of the Senior Accountant position contingent upon the County Board approving the resolution to create this new position at the October 22, 2015 County Board Meeting. Second by Greshay. Motion carried.

Leave of Absence: None.

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

NEW HIRE: Patti L. Messenger-Evans, Customer Services/Support Specialist, Human Services & Health, \$12.81, Pay Grade DC02, Step ST01, 09/30/2015; Rebecca L. Trewyn, Staff Prescriber-RN Practitioner, Human Services & Health, \$60.00, Pay Grade MSC39, ST01, 10/24/2015. RE-HIRE: Tonia J. Mindemann, Assistant Human Resources Director, Human Resources, \$28.21, Pay Grade DC10, Step ST01, 11/03/2015. LIMITED TERM/SEASONAL: Roberta Schwartz, Account Clerk II – LTE, Finance Department, \$14.74, Pay Grade DC03, ST01, 10/14/2015. RECLASSIFICATION: Lori

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M. Fett, Office Manager, Highway Department, \$30.14, Pay Grade DC11, Step ST01, 10/12/2015; Mark M. Ketter, Corporal-Jail, Sheriff's Department, \$25.20, Pay Grade DC06, Step ST9B, 10/03/2015; Matthew S. Bublitz, Corporal-Jail, Sheriff's Department, \$25.20, Pay Grade DC06, Step ST9B, 10/03/2015; Kelly S. Smith, Counselor III-Community Support Program, Human Services & Health, \$22.44, Pay Grade DC07, ST01, 09/24/2015. STEP INCREASE: Mary Jo Kuen, Deputy Register in Probate, Register in Probate, \$20.71, Pay Grade DC05, Step ST05, 12/02/2015; Robert W. Gahlman, Custodian II, Physical Facilities, \$15.71, Pay Grade DC02, Step ST9A, 09/22/2015; Cynthia S. Anderson, Custodian II, Physical Facilities, \$17.35, Pay Grade DC02, S13B, 09/22/2015; Jodi M. Schultz, Deputy Register of Deeds, Register of Deeds, \$18.52, Pay Grade DC02, S13B, 10/30/2015; Matthew E. Shadley, Correctional Officer, Sheriff's Department, \$18.81, Pay Grade DC04, ST05, 12/03/2015; Michelle J. Weber, Communications Officer, Sheriff's Department, \$25.74, Pay Grade DC05, S14B, 10/08/2015; Nicole M. Mork, Communications Officer, Sheriff's Department, \$25.74, Pay Grade DC05, S14B, 10/08/2015; Dawn R. Learned, Communications Officer, Sheriff's Department, \$23.88, Pay Grade DC05, S11A, 10/16/2015; Sara J. Haag, Deputy Clerk of Courts, Clerk of Courts, \$17.61, Pay Grade DC04, ST03, 12/09/2015; Logan J. Griffith, Custodian II, Physical Facilities, \$13.69, Pay Grade DC02, ST03, 01/02/2016; Paul R. Cupery, Maintenance Mechanic, Physical Facilities, \$21.24, Pay Grade DC05, ST06, 10/23/2015; Daniel W. Zank, Maintenance Mechanic, Physical Facilities, \$20.71, Pay Grade DC05, ST05, 10/17/2015; Thomas L. Meister, Custodian II, Physical Facilities, \$13.69, Pay Grade DC02, ST03, 11/11/2015; Phillip R. McAleer, Physical Facilities Assistant Director, Physical Facilities, \$32.67, Pay Grade DC09, S10A, 10/04/2015; Alyssa R. Schultz, Division Manager-Clinic Family Services, Human Services & Health, \$38.98, Pay Grade DC14, ST03, 11/10/2015; Lynn M. Steger, Register in Probate, Register in Probate, \$26.45, Pay Grade DC08, ST04, 12/02/2015; Pamela A. Couperus, Senior Social Worker – LTS/APS, Human Services & Health, \$29.58, Pay Grade DC08, ST9A, 12/12/2015; Amanda E. Hayes, Home & Financial Advisor II, Human Services & Health, \$17.14, Pay Grade DC04, ST02, 12/08/2015; Paula R. Becker, Senior Social Worker – APS/LTS, Human Services & Health, \$25.75, Pay Grade DC08, ST03, 12/05/2015; Heidi R. DeNure, Economic Support Specialist II, Human Services & Health, \$19.65, Pay Grade DC05, ST03, 12/05/2015; Aubrey D. Fleischer, RN Case Manager Mental Health, Human Services & Health, \$26.45, DC08, ST04, 11/16/2015; Derek H. Marquardt, Equipment Operator West, Highway Department, \$22.04, DC05, ST8A, 01/30/2016; Dennis R. Ebert, State Patrolman East, Highway Department, \$21.90, DC04, S12B, 12/16/2015; Steven H. Nummerdor State Patrolman West, Highway Department, \$22.13, DC04, S13A, 12/09/2015; Todd A. Busse, Mechanic, Highway Department, \$23.44, DC06, ST06, 12/05/2015, David W. Fude, Sign Shop Technician, Highway Department, \$22.30, DC05, ST8B, 11/27/2015.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: A Department head was issued a written warning letter for not submitting documentation for purchases made on her purchase card statements on a monthly basis. Eske explained that documentation has been received and that Mielke is monitoring to ensure all documentation is received.
- b) Grievances and Arbitrations: Nothing new to report.

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Eske informed the Committee that Brian Field, Pete Thompson and herself had a meeting after the last Human Resources Committee meeting to discuss ideas regarding hiring and retention in the Highway Department. Eske explained that Field will be attending this meeting after the grievance hearing. She explained that Field will be recommending the following changes to Policy 111-Hours of Work. She explained that the Department is going to recommend that employees who are required to be available and on call during the winter snow plow season would receive an additional \$25.00 per pay period for the pay periods which fall in the defined winter season provided the employee was available the entire pay period. She explained that the Department is recommending a change to the timeframes when employees will receive overtime in policy 119-Overtime Pay and Policy 127.3-Call-In Pay. Eske further explained that discussion also took place regarding a recommendation to hire new employees at a step in the grade structure based on their prior experience. Eske explained that these recommendations were presented to the Highway Committee at their last meeting. The Highway Commission approved the recommendations to come before this Committee

The Committee heard testimony regarding grievance #15-01 filed by the Sworn Union, Local 1232-B, regarding Uniform Policy 101.80.

Present for the Union: Mark DeLorme, Staff Representative; Scott Petrack, Local 1323-B President; Dan Stiemsma, Detective, Mike Morell, Traffic Patrol Officer.

Present for Management: Dale Schmidt, Sheriff, Scott Smith, Chief Deputy.

The Committee discussed the Sworn Union #15-01 grievance.

Motion by Greshay to deny the grievance and to encourage the Union and Management to meet to discuss a satisfactory resolution to this grievance. Second by Duchac. Motion carried.

Field joined the meeting to discuss and consider hiring and retention in the Highway Department. Eske and Field handed out the individual policies with the recommended changes highlighted in red. They explained each policy change and answered questions from Committee members. Discussion took place regarding Policy 111-Hours of Work in which the employee would receive an additional \$25 per pay period in during the winter months and questioned whether this amount was enough incentive for being available on a 24 hours 7 days per week basis during the winter months. Eske explained that employees who are on vacation, sick pay, unpaid time or are on a leave of absence, and/or bereavement leave, etc will not be eligible for the additional \$25 per pay period. Additional discussion was held regarding whether the additional \$25.00 per pay period for the employees who have not been excused from the on-call availability is enough. Field and Eske answered questions from Committee members.

Motion by Schmidt to approve the changes to Policy # 111 – Hours of Work as presented with the following modifications: changing the \$25 per pay period to \$50 per pay period and adding to the list of instances when an employee would not be eligible for the additional amount; if an employee does not answer the phone within one hour upon being called to the list of not being eligible for the additional \$50 for that particular pay period and removing bereavement leave. Second by Duchac. Motion carried.

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Motion by Duchac to approve the change to Policy # 119 – Overtime Hours as presented.
Second by Schmidt. Motion carried.

Motion by Schmidt to approve the changes to Policy # 127.3 – Call-In Pay as presented.
Second by Greshay. Motion carried.


Future Agenda Items: Highway Department hiring rates.

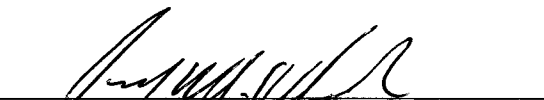
Future Meeting Dates and Times:

It was the consensus of the Committee to cancel the regular meeting on November 3 and 17, 2015 and to hold one meeting in the month of November on the 9th at 9:00 a.m.

The next scheduled meeting of the Human Resources and Labor Negotiations Committee is a regular meeting on **November 9, 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 10:56 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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