HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy, Hilbert and Schmidt

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 6, 2018 at 10:00 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Becky Bell, Human Services and Health Director; Sandy Evraets, Retiree; Melanie McDonald, Retiree; David Frohling, County Board Supervisor.

Meeting called to order by Marsik at 10:22 a.m.

Roll call was taken. All members present.

Chair Marsik asked non-Committee Member County Board Supervisors if they wished to be paid for attending the meeting. Supervisor Frohling, accepted payment.

Marsik asked if anyone present had any public comments. Evraets requested consideration to allow retirees two single health plans for a spouse who was a non-Dodge County employee/retiree. McDonald expressed reasons why retirees choose to continue health insurance coverage under the County's plan.

> Motion by Sheahan-Malloy to approve the regular session minutes of the October 16, 2018 meeting of the Human Resources and Labor Negotiations Committee and special meeting minutes and closed session minutes of the October 23, 2018 joint Human Resources and Labor Negotiations Committee and Health Facilities Committee Meeting. Second by Hilbert. Motion carried by unanimous vote.

Hinze issued and reviewed updated 2019 Health Insurance form and polices. There was discussion among the Committee members.

> Motion by Sheahan-Malloy to officially approve the Health Insurance policy effective January 1, 2019 as presented. Second by Greshay. Motion carried by unanimous vote.

Hinze provided an update regarding the 2019 Health Insurance open enrollment status.

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

One (1) Community Education Coordinator	Human Services
One (1) Counselor I, II or III AODA – extension to 12/31/18	Human Services
One (1) Psychiatric Therapist II – Outpatient	Human Services
One (1) Social Worker I, II, Senior – CPS Ongoing	Human Services
One (1) Transportation Driver	Human Services
One (1) Transport Officer – Occasional	Sheriff

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried by unanimous vote.

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

STEP INCREASE – UNION – Dustin Waas, Deputy Sheriff, Sheriff, $31.16, SSU04, ST5, 08/09/2018. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Lori A. Bauer, Administrative Secretary III, D.A., $16.44, DC03, ST02, 10/08/2018; Margaret Kunisch, Paralegal, D.A., $24.14, DC06, ST04, 11/02/2018; Amy B. Bradley-Schult, Nutrition Site Manager, Human Services, $12.05, MSC15, ST01, 10/11/2018; Olivia K. Gerritson, Community Education Coordinator, Human Services, $20.16, DC05, ST01, 10/08/2018; Jerald E. Groehler, Transportation Driver, Human Services, $12.52, MSC17, ST01, 10/15/2018; Jeremy S. Hanni, Transport Officer Occasional, Sheriff, $18.45, MSC37, ST01, 10/29/2018; Steven R. Lindemann, Transport Officer Occasional, Sheriff, $18.45, MSC37, ST01, 10/29/2018. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – Todd A. Busse, Mechanic, Highway, $24.14, DC06, ST04, 10/29/2018; Norine Chouinard, Custodian II, Physical Facilities, $15.08, DC02, ST04, 10/22/2018; RECLASSIFICATION - Bruce C. Harned, Corporal – Jail, Sheriff, shift change only, 09/14/2018. RECLASSIFICATION – None. STEP INCREASE – Brian D. Benson, County Patrol East, Highway, $20.85, DC04, ST N/A, 10/07/2018; Joel A. Bischoff, Equipment Operator, Highway, $24.37, DC05, ST N/A, 11/16/2018; Michael J. Chapman, State Patrol East, Highway, $23.58, DC04, ST N/A, 10/15/2018; David W. Fude, Sign Shop Technician, Highway, $24.09, DC05, ST N/A, 11/27/2018; Derrick J. Rohde, State Patrol West, Highway, $20.85, DC04, ST N/A, 11/12/2018; Pamela A. Couperus, Aging and Disability Specialist III, Human Services, $29.46, DC07, ST N/A, 10/28/2018; Cathy L. Wiersma, Sr. Social Worker, Human Services, $32.31, DC08, ST N/A, 11/02/2018; Robert W. Gahlman, Custodian II, Physical Facilities, $16.99, DC02, ST N/A, 09/22/2018; Tammy C. Gebhardt, Communications Officer, Sheriff, $25.19, DC05, ST N/A, 09/25/2018; Mark M. Ketter, Corporal – Jail, Sheriff, $27.51, DC06, ST N/A, 10/03/2018; Dawn R. Learned, Communications Officer, Sheriff, $25.47, DC05, ST N/A, 10/16/2018; Linda S. Thieme, Corporal – Jail, Sheriff, $28.42, DC06, ST N/A, 10/03/2018.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
b) Hinze stated there are no grievances.
c) Hinze provided an update on the Clearview Executive Director/Administrator and IT Director recruitments.
d) Hinze provided a memo regarding the combining of payrolls.
e) Hinze provided an update on the implementation of the Compensation module in Kronos.

Future Agenda Items: Changes to the Annual Evaluation, Flex time.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, November 20 at 9:30 a.m., and Tuesday, December 4, 2018 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:09 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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