

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, December 4, 2018 at 9:30 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; Erin Blank, Clearview Director of Nursing; Lori Kurutz, Clearview Assistant Administrator; Jane Hooper, Clearview Administrator Executive Director; Rebecca Bell, Human Services and Health Director; Lynn Hron, Clerk of Courts; PJ Schoebel, Medical Examiner; Chris Planasch, Register of Deeds; Jeff Berres, County Board Supervisor

Meeting called to order by Marsik at 9:44 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 Berres declined payment.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the November 6, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze stated that a former Highway Department employee is being rehired by the Highway Department. The Highway Commissioner has requested consideration to reinstate some of the sick accrual hours that were forfeited upon resignation. Hinze indicated that other such requests have been approved by this Committee in the past.

Motion by Greshay to approve restoration of 48.0 hours of sick accrual upon hire and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by vote of 3-1 with Sheahan-Malloy opposing.

Hinze referenced a draft Temporary Incentive for Licensed Staff policy for Clearview. Blank and Hooper explained the policy and answered Committee member questions.

Motion by Greshay to approve the Temporary Incentive for RN's and LPN's for picking up open shifts at Clearview. Second by Hilbert. Motion carried by unanimous vote.

Hinze stated that the Judges and Clerk of Courts have requested to create a pool of Bailiffs for the Clerk of Courts and Circuit Court verses a set number due to the nature of the position and availability for trials. Hron answered Committee member questions.

Motion by Sheahan-Malloy to approve the change from a set number of positions to a pool of Bailiff positions for the Clerk of Courts and Circuit Court. Second by Greshay. Motion carried by unanimous vote.

Hinze presented a request for an extension for use of sick leave donations for a Human Services & Health employee who was on approved intermittent leave for a spouse from December 04, 2018 until June 4, 2018. Hinze explained that the employee has used all available time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

Hinze stated that due to the combining of payrolls Policy #111 – Hours of Work requires updating. Hinze will update the policy and provide a draft for consideration at the next Committee meeting.

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

One (1) Jury Bailiff	Clerk of Courts
One (1) Crisis Coordinator	Human Services
One (1) Psychiatric Therapist II – CSP & CCS	Human Services
One (1) Social Service Aide I, II or III – Child Protective Services	Human Services
One (1) Social Service Aide I, II or III – Comm.Serv.Restitution/Indep.Living	Human Services
One (1) Social Service Aide I, II or III – Youth Justice Services	Human Services
One (1) Social Worker I, II or Senior – Child Protective Services	Human Services
One (1) Social Worker I, II or Senior – Child Protective Services Prev	Human Services
One (1) Social Worker I, II or Senior – Community Services	Human Services
One (1) Social Worker I, II or Senior – Youth Justice Services Prev	Human Services
One (1) Human Services Supervisor – Economic Support	Human Services
One (1) Imaging Technician – Intern	LR&P
Three (3) Deputy Medical Examiner (3 requisitions)	Medical Examiner

It was the consensus of the Committee that the Committee will no longer require the Personnel Requisition be completed and sent to the Committee for approval when filling future Bailiff positions.

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

Mindemann presented a leave of absence for consideration for an employee in the Human Services and Health Department who exhausted available 2018 Federal and State Family and Medical Leave and requested a leave extension for a Medical Leave of Absence 11/02/2018-01/07/2019. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

Mindemann presented a leave of absence for consideration for an employee in the Register of Deeds who exhausted available 2018 Federal and State Family and Medical Leave and requested

a leave extension for a Medical Leave of Absence 12/11/2018-12/31/2018. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by unanimous vote.

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

STEP INCREASE – UNION – None. NEW HIRE – UNION – Earl McGhee, Deputy Sheriff, Sheriff, \$28.97, SSU04, ST01, 12/27/2018. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Austin Junod, Transport Officer Occasional, Sheriff, \$18.45, MSC37, ST01, 12/18/2018; Amy Yahnke, Transport Officer Occasional, Sheriff, \$18.45, MSC37, ST01, 11/14/2018. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Thomas Rusch, Counselor IAODA, Human Services, \$19.00, L.T.E. Extension, 11/03/2018-12/31/2018; Amy Bradley-Schultz, Nutrition Site Manager-Randolph, Human Services, \$12.05, Float Position to Randolph Site, 11/05/2018. RECLASSIFICATION – None. STEP INCREASE – Robert Frank, RN Practitioner, Clearview, \$68.00, 01/01/2019; Debra J. Wolfram, Family Court Counselor, Family Court Counseling, \$28.72, DC06, ST N/A, 11/24/2018; Gordon D. Arneson, State Patrol East, Highway, \$23.58, DC04, ST N/A, 11/20/2018; Dennis R. Ebert, State Patrol East, Highway, \$23.33, DC04, ST N/A, 12/16/2018; Thomas J. Nehls, Engineering Technician V, Highway, \$26.59, DC06, ST N/A, 12/12/2018; Kendelle L. Bowe, Corporal – Jail, Sheriff, \$25.97, DC06, ST N/A, 10/28/2018.

Hinze presented a request to increase the rate of pay for the Nurse Practitioner position, which is on the Miscellaneous Wage Scale to \$68.00/hour effective January 1, 2019.

Motion by Sheahan-Mallow to approve the rate of pay for the Nurse Practitioner position, on the Miscellaneous Wage Scale to \$68.00/hour effective January 1, 2019. Second by Greshay. Motion carried by unanimous vote.

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 IT Director recruitment and invited Committee members to the meet and greet on December 4, 2018 at 3:00 p.m. for two (2) candidates.
- d) Hinze provided an update regarding the 2019 Health Insurance and Health Savings Account enrollment.
- e) Hinze provided an update on the successful completions of the combining payroll project.

Future Agenda Items: Policy #111 – Hours of Work, Sick Leave for Rehires, Paid Time Off (PTO), Changes to the Annual Evaluation, Flex time, Incentives.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, December 18 at 9:30 a.m., Tuesday, January 8, 2019 at 9:30 a.m., and Tuesday, January 22, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:15 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

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, December 18, 2018 at 9:30 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; Jane Hooper, Clearview Administrator Executive Director; Jessica Holtz, Clearview Staffing Services Supervisor

Meeting called to order by Marsik at 9:30 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. There were none.

Marsik asked if anyone present had any public comments. None

Approval of previous open session minutes of the regular meeting tabled due to incorrect date noted on agenda.

Hinze presented a request from a Clearview employee hired July 12, 2018 that did not enroll in the dental insurance upon hire due to a misunderstanding and would like to enroll without a qualifying event.

Motion by Greshay to allow the employee to enroll in dental, however, the employee must pay full premium for one year, then will be eligible for the employer contribution. Second by Sheahan-Malloy. Motion carried by vote of 3-1 with Schmidt opposing.

Hinze provided copy of current October 17, 2018 version of the Clearview Policy #1032 - Attendance at Work which includes verbiage on sick leave payouts and long standing practices. Hinze recapped the Dodge County Sick Leave Policy and the Emergency Sick Leave bank stating that it was not subject to payout. There was discussion among the Committee members. Hinze indicated she will provide the Committee with the revised policy at a future meeting.

Motion by Sheahan-Malloy to revise the policy and standing practice effective January 1, 2019. Second by Schmidt. Motion carried by unanimous vote.

Hinze stated that Human Resources was receiving feedback from employees regarding the newly implemented waiting period for health and dental insurance for new hires of first of the month after 60 days. Discussion was held regarding the waiting period.

It was the consensus of the Committee to leave the waiting period for health and dental insurance for new hires as the first of the month after 60 days.

Mielke presented a request for a 2.5% wage increase to the rate of pay for the ERP Project Director position, which is on the Miscellaneous Wage Scale effective January 1, 2019.

Motion by Greshay to approve a 2.5% wage increase to the rate of pay for the ERP Project Director position on the Miscellaneous Wage Scale effective January 1, 2019. Second by Hilbert. Motion carried by vote of 3-1 with Sheahan-Malloy opposing.

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

One (1) Sign Shop Technician	Highway
One (1) Utility II/Truck Driver	Highway
One (1) Community Service Officer	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 – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Kevin J. Rohde, Welder, Highway, \$22.24, DC06, ST01, 12/17/2018; Kayla R. Drake, RN Public Health, Human Services, \$26.42, DC08, ST01, 12/17/2018. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – None. RECLASSIFICATION – None. STEP INCREASE – None.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations and terminations.
- b) Hinze stated there are no grievances.

Future Agenda Items: Policy #111 – Hours of Work, Sick Leave for Rehires, Paid Time Off (PTO), Changes to the Annual Evaluation, Flex time, Incentives, Compensation Plan.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, January 8, 2019 at 10:00 a.m. and Tuesday, January 22, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:53 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

January 8, 2018

PERSONNEL REQUISITION REQUESTS

One (1) County Patrolman	Highway
One (1) RN – Public Health	Human Services
One (1) Transportation Driver	Human Services
One (1) Deputy Register of Deeds	Register of Deeds

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

None.

PERSONNEL CHANGES:

NEW HIRE – UNION

None.

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

ANNUAL WAGE INCREASE

Kyle D. Hagen	Correctional Officer	Sheriff
\$25.19 (+\$.055)	DC05, ST N/A	12/03/2018

APPOINTED OFFICIAL

None.

NEW HIRE

Barbara N. Brandt	Bailiff	Clerk of Courts
\$14.00	MSC26, ST N/A	12/20/2018
Hayley R. Damrow	Social Worker I – CPS Ongoing	Human Services
\$22.89	DC06, ST 01	01/07/2019
Emily A. Johnson	Psychiatric Therapist Outpatient	Human Services
\$29.35	DC09, ST01	01/14/2019
Fredrick J. Roethle	Transportation Driver – Meals	Human Services
\$12.65	MSC17, ST01	01/02/2019
Kole N. Weber	Community Services Officer	Sheriff
\$15.00	MSC16, ST01	01/03/2019
Timothy Gordon	Transport Officer Occasional	Sheriff
\$18.45	MSC37, ST01	12/18/2018

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – January 8, 2018

LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

None.

RECLASSIFICATION

Stephanie J. Zimdars \$20.75 (+\$1.65)	Economic Support Specialist II DC05, ST01	Human Services 01/02/2019
Paul R. Cupery \$24.96 (+\$.15)	Maintenance Mechanic DC06, ST Merit – shift change only	Physical Facilities 01/01/2019
Anthony S. Lemminger \$14.69 (-\$.15)	Custodian II DC02, ST03 – shift change only	Physical Facilities 12/20/2018

ORIENTATION PERIOD REPORTS

Todd Busse	First Report	Highway
Olivia Gerritson	First Report	Human Services
Vicky Farley	Second Report	Human Services
Randi Gonzalez	Second Report	Human Services
Alek Schultz	Second Report	Sheriff
Randi Gonzalez	Final Report	Human Services
Kristin Twardokus	Final Report	Human Services