

## 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, January 8, 2019 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; Deanna Wilson, Clearview Administrator Executive Director; Chris Planasch, Register of Deeds**

**Meeting called to order by Marsik at 10:01 a.m.**

Roll call was taken. All members present.

Chair Marsik noted that no non-Committee Member County Board Supervisors were in attendance.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the December 4, 2018 and December 18, 2018 meetings of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried by unanimous vote.

Hinze introduced the new Clearview Administrator Executive Director, Deanna Wilson, to the Committee. The Committee welcomed Wilson to the County.

Hinze presented recommended revisions to Policy #111 – Hours of Work including revisions to the newly defined work week.

Motion by Greshay accept Policy #111 – Hours of Work revisions as presented. Second by Sheahan-Malloy. Motion carried by unanimous vote.

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

One (1) County Patrolman	Highway
One (1) Mechanic	Highway
Eight (8) Seasonals	Highway
One (1) Utility II / Truck Driver	Highway
One (1) Economic Support Specialist – Lead	Human Services
One (1) RN – Public Health	Human Services
One (1) Transportation Coordinator	Human Services
Two (2) Transportation Driver (two requisitions)	Human Services
One (1) Deputy Register of Deeds	Register of Deeds
One (1) Correctional Officer	Sheriff
One (1) Transport Officer – Occasional	Sheriff

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. 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 – Barbara N. Brandt, Bailiff, Clerk of Courts, \$14.00, MSC26, ST N/A, 12/20/2018; Marshall Angst, Hazardous Materials Responder, Emergency Management, \$7.25 hour \$35.00 (call outs), HAZ01, ST01, 01/07/2019; 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. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – None. RECLASSIFICATION – Stephanie J. Zimdars, Economic Support Specialist II, Human Services, \$20.75, DC05, ST01, 01/02/2019; Paul R. Cupery, Maintenance Mechanic, Physical Facilities, \$24.96, DC06, ST Merit – shift change only, 01/01/2019; Anthony S. Lemminger, Custodian II, Physical Facilities, \$14.69, DC02, ST03 – shift change only, 12/20/2018. STEP INCREASE – Kyle D. Hagen, Correctional Officer, Sheriff, \$25.19, DC05, ST N/A, 12/03/2018.

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.
- c) Hinze reported that the Kronos Compensation module is live
- d) Hinze provided an update regarding health insurance and health savings account enrollments

Future Agenda Items: Shift differential, Paid time off, Compensation.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, January 22, 2019 at 9:30 a.m. and Tuesday, February 5, 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 10:43 a.m.

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**Richard Greshay, Secretary**

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**Joseph Marsik, Chairperson**

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

**HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**  
**January 22, 2018**

**PERSONNEL REQUISITION REQUESTS**

One (1) State Patrolman	Highway
One (1) Community Education Coordinator	Human Services
One (1) Customer Service / Support Specialist	Human Services
One (1) RN – Public Health	Human Services
One (1) Social Worker I, II, or Senior – CPS Investigator Intake	Human Services
One (1) Social Worker I, II, or Senior – Juvenile Court Intake	Human Services
One (1) Human Services Supervisor – Aging, Nutrition and Transportation	Human Services
One (1) Information Technology Director	I.T.
One (1) Summer 4H Youth Assistant	UW Extension

**LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL**

Makenzie Drays	Finance	12/11/2018-12/31/2018
Medical for self	Unpaid – intermittent	
Donald Matthews	Human Services	01/24/2019-01/31/2019
Medical for self	Unpaid Medical - reduced hours	

**PERSONNEL CHANGES:**

NEW HIRE – UNION

None.

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

ANNUAL WAGE INCREASE

None.

APPOINTED OFFICIAL

None.

NEW HIRE

Aaron B. Tipton \$7.25 hour \$35.00 (call outs)	Hazardous Materials Responder HAZ01, ST 01	Emergency Management 01/07/2019
Jenny R. Cox \$29.35	HS Supervisor – Economic Support DC09, ST01	Human Services 01/29/2019
Shelby J. Weber-Dutzle \$20.75	Social Services Aide III DC05, ST01	Human Services 01/10/2019
Justin T. Reynolds \$47.92	Information Technology Director DC14, ST03	I. T. 01/21/2019

**HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – January 22, 2018**

NEW HIRE (cont.)

Alyssa R. Denault \$10.00	Imaging Technician Intern MSC19, ST N/A	LR&P 01/03/2019
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LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

None.

RECLASSIFICATION

Mitchell S. Johnson \$21.31 (+\$1.15)	Sign Shop Technician DC05, ST02	Highway 01/22/2019
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Aaron E. Ellis \$26.98 (+\$0.00)	Correctional Officer DC05, Top Step	Sheriff 01/03/2019
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**ORIENTATION PERIOD REPORTS**

Norine Chouinard	First Report	Physical Facilities
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