

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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

**MEMBER EXCUSED: Hilbert**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 22, 2019 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; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Marie Wetzel, 4-H Youth Development; Jeff Berres, County Board Supervisor**

**Meeting called to order by Marsik at 9:30 a.m.**

Roll call was taken. All members present except Hilbert who was excused.

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

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the January 8, 2019 meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried by unanimous vote.

Hinze presented an employee request to waive the provision in Policy #218 – Vacation regarding repayment of used vacation if resignation occurs prior to one year of employment. There was discussion among the Committee members.

Motion by Sheahan-Malloy to deny the request however including it as a future agenda item for further discussion. Second by Schmidt. Motion carried by unanimous vote.

Hinze defined upcoming Human Resources projects and requested feedback from the Committee regarding priorities and timelines for a Compensation Study and Paid Time Off Policy. It was the consensus of the Committee to review a possible Compensation Study for the 2020 budget and to start PTO discussions in August of 2019. The Committee provided guidelines and Hinze indicated she would provide a project update in July.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these 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) Trail Caretaker – Nitschke Mounds / Wild Goose Trail	LR&P

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 01/22/2019

One (1) Parks Attendant – Astico Park	LR&P
One (1) Park Caretaker – Astico Park	LR&P
One (1) Park Attendant – Ledge Park	LR&P
One (1) Park Caretaker – Ledge Park	LR&P
One (1) Park Attendant – Harnischfeger Park	LR&P
One (1) Park Caretaker – Harnischfeger Park	LR&P
One (1) Park Attendant – Derge Park	LR&P
One (1) Park Caretaker – Derge Park	LR&P
One (1) Summer 4H Youth Assistant	UW Extension

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

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Finance Department who exhausted available 2018 Federal and State Family and Medical Leave and requested a leave extension on an intermittent basis from 12/11/2018 through 12/31/2018. Mindemann verified that Human Resources has supporting medical documentation.

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

Mindemann presented a Medical 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 on a reduced hours basis from 01/24/2019 through 01/31/2019. 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 Medical Leave of Absence for consideration for an employee in the Sheriff's Office who is not eligible for Federal and State Family and Medical Leave due to employment of less than 12 months from 01/18/2019 through 01/24/2019. 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.

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 – Aaron B. Tipton, Hazardous Materials Responder Emergency Management, \$7.25 hour \$35.00 (call outs), HAZ01, ST01, 01/07/2019; Jenny R. Cox, HS Supervisor – Economic Support, Human Services, \$29.35, DC09, ST01, 01/29/2019; Shelby J. Weber-Dutzle, Social Services Aide III, Human Services, \$20.75, DC05, ST01, 01/10/2019; Justin T. Reynolds, Information Technology Director, I. T., \$47.92, DC14, ST03, 01/21/2019; Alyssa R. Denault, Imaging Technician Intern, LR&P, \$10.00, MSC19, ST N/A, 01/03/201. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED

TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Mitchell S. Johnson, Sign Shop Technician, Highway, \$21.31, DC05, ST02, 01/22/2019; Aaron E. Ellis, Correctional Officer, Sheriff, \$26.98, DC05, Top Step, 01/03/2019. RECLASSIFICATION – None. STEP INCREASE – None.

Hinze notified the Committee that due to Kronos automatically processing merit and step increases that a report of the previous month increases will be presented at the first Committee meeting of the month.

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 informed the Committee of a request for a 2018 Human Resources intradepartmental fund transfer due to a change in positions.

Future Agenda Items: Shift differential, Paid time off, Compensation, Exempt Flex time, Vacation Policy, Exit Interview Summary, 2018 Worker's Compensation Report.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, February 5, 2019 at 9:30 a.m. and Tuesday, February 19, 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 10:50 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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