

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, February 5, 2019 at 9:30 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Rebecca Bell, Human Services and Health Director; John Bohonek; County Conservationist; Sheriff Dale Schmidt; Deanna Wilson, Clearview Administrator/Executive Director; Jeff Berres, County Board Supervisor; Jeff Schmitt, County Board 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. Supervisor Berres declined payment and Supervisor Schmitt accepted payment.

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.

Sheriff Schmidt presented an overview of a proposed restructure in the Sheriff's Office resulting in the creation of one (1) Sergeant position and elimination of one (1) Detective position with no budget impact and as information only. There was discussion with Committee members regarding the proposal.

Firari and Wilson presented proposed changes to three (3) Clearview policies: Shift Differential, Weekend Pay and Holiday Pay; Mentoring Program; and #7025 CNA Mentoring Program. Firari indicated that the title listed on the Mentoring Program Policy was incorrect and should have been titled 12-hour Shift. She confirmed the policy details are correct. Discussion was held regarding each policy.

Motion by Sheahan-Malloy to approve the three (3) Clearview policies: Shift Differential, Weekend Pay and Holiday Pay; Mentoring Program (amended to 12-hour Shift); and #7025 CNA Mentoring Program. Second by Greshay. Motion carried by vote of 4-0.

Mindemann presented a request for sick donations from a Human Services and Health Department employee who is on an approved reduced-hours medical leave. Mindemann explained that the employee has used all available time off. Bell supported the request.

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 vote of 4-0.

Marsik summarized Policy #218 – Vacation regarding the vacation for new hires after six (6) of employment and repayment of vacation if termination occurs prior to one year of employment. There was discussion regarding the policy with suggested modifications. It was the consensus of the Committee to leave Policy #218 – Vacation as is.

Mindemann provided the definition of exempt as defined by the US Department of Labor. There was discussion among Committee members regarding exempt status employees. It was the consensus of the Committee to include future agenda items of: policy regarding secondary employment and policy regarding tracking hours for exempt employees.

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

One (1) Counselor I, II or III – Children with Disabilities	Human Services
One (1) Counselor I, II or III – Community Programs	Human Services
One (1) Social Services Aide I, II or III – Child Protective Services Ongoing	Human Services
One (1) Transportation Driver	Human Services

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. Motion carried by vote of 4-0.

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Human Services and Health Department who exhausted available 2019 State Family and Medical Leave and had not met eligibility for 2019 Federal Family and Medical Leave on a reduced hours basis from 02/01/2019 through 03/31/2019. 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 Hilbert. Motion carried by vote of 4-0.

Mindemann presented a non-medical related General Leave of Absence for consideration for an employee in the Human Services and Department for 01/28/2019 and 01/30/19-01/31/2019 due to previously exhausting accrued time off.

Motion by Greshay to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by vote of 4-0.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Mindemann and Firari presented a summary of recent employee resignations and terminations.
- b) Mindemann stated there are no grievances or arbitrations.
- c) Mindemann informed the Committee of a 2018 Human Resources budget carryover request.

The Committee reviewed the Salary, Wage, and Status changes as presented. Mindemann presented a supplemental report generated from Kronos for the automatically updated wage increases for the previous month (January 2019). The Committee reviewed the report. It was the consensus of the Committee that the report meets the Committee's needs for review.

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STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Tammy J. Garbalagtys, Social Services Aide II CPS, Human Services, \$16.46, DC03, ST 01, 01/29/2019; Sarah E. Tews, Crisis Coordinator, Human Services, \$31.49, DC10, ST01, 02/11/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Jodi L. Goodman, Social Services Aide I – Youth Justice, Human Services, \$15.07, DC02, ST03 lateral transfer, 01/31/2019. WAGE INCREASES–

Employee						New	
No.	First Name	Last Name	Position Code	Location	Pay Rate	Effect Date	
36608	Robert	Barrington	DAMgrAtty	1601 District Attorn	\$ 46.62	01/01/19	
10433	Shelby	Brandsma	FCDir	5201 Family Court Co	\$ 33.65	01/01/19	
10332	Michelle	Kenning	CCOffMgr	701 Clerk of Courts	\$ 30.43	01/01/19	
22233	Joshua	Kohlhoff	ITNetwrkAdmin	1801 Information Tec	\$ 39.40	01/01/19	
18770	Eileen	Lifke	FNAstDir	1301 Finance	\$ 34.98	01/01/19	
38480	James	Mielke	CA	801 Administrator	\$ 61.51	01/01/19	
26151	Anthony	Muhle	PFMaint2	1911 Maintenance Adm	\$ 21.14	01/01/19	
32226	Erin	Roberts	ITDataAdmin	1801 Information Tec	\$ 39.86	01/01/19	
23641	Sandra	Rossing	HRSec	901 Human Resources	\$ 21.16	01/01/19	
10431	Carol	Schwab	HSWICDir	4047 Women, Infants	\$ 33.04	01/01/19	
26279	David	Link	PFMaintMech	1911 Maintenance Adm	\$ 25.68	01/02/19	
11108	Brian	Kassube	HWForemanOp	3111 Highway Adminis	\$ 28.80	01/03/19	
43723	Ashley	Schabel	HSEconSpecLead	5055 Economic Suppor	\$ 23.51	01/03/19	
11148	John	Zehren	HWEquipOpEast	3111 Highway Adminis	\$ 25.75	01/03/19	
20580	Jason	Boeck	SOLieutPatr	2021 Traffic Patrol	\$ 35.76	01/04/19	
25892	Chad	Enright	SOPatCaptain	2021 Traffic Patrol	\$ 40.15	01/04/19	
20773	Donald	Krueger	SOCorrOff	2061 Jail	\$ 26.70	01/04/19	
50072	Scott	Mittelstadt	SOChiefDep	2001 Sheriff Adminis	\$ 44.49	01/04/19	
10558	Steven	Noe	LRSrCartog	1104 Mapping	\$ 33.81	01/04/19	
10451	Karen	Schultz	COAdminAsst	1701 Corporation Cou	\$ 23.28	01/04/19	
35722	Melissa	Abel	HSPsychTher2CS	4808 MI-Community Su	\$ 31.73	01/05/19	
25277	Diane	Coulter	HSADRSpec3	5035 Resource Center	\$ 27.83	01/06/19	
22250	Kevin	Schultz	SOCorpJail	2061 Jail	\$ 29.70	01/06/19	
29542	Matthew	Marvin	SOJailProgCorp	2061 Jail	\$ 28.10	01/07/19	
26216	Paul	Beeney	PFMaintMech	1911 Maintenance Adm	\$ 25.68	01/08/19	
50031	Emily	Schmitz	HSSW2LTSAPS	5036 Long-Term Suppo	\$ 25.73	01/09/19	
42042	Jodell	Bolda	HSSW2CPSIntake	5001 Intake Unit	\$ 28.10	01/10/19	
31892	Ryan	LeClair	HSPsychTher2CS	4808 MI-Community Su	\$ 33.79	01/10/19	
49086	David	Winter	SOCorrOff	2061 Jail	\$ 21.87	01/11/19	
50149	Wendy	McGurk	HSCoun2CMgrCCS	4807 MI-Comprh Commu	\$ 23.51	01/16/19	
42149	Vicki	Zimmerman	HSADRSpec3	5035 Resource Center	\$ 26.40	01/16/19	
26304	Cheryl	Sahr	CSSpecEnf2	5101 Child Support	\$ 23.28	01/17/19	
50199	Lisa	Justmann	HSCustSSpecMed	4851 US-Medical Reco	\$ 15.07	01/18/19	
42715	Brian	Hill	SOCorrOff	2061 Jail	\$ 25.22	01/23/19	
10359	Jodie	Miller	CTJudAsst3	301 Circuit Court	\$ 22.10	01/23/19	
50285	Jonathan	Olszewski	SOTPO	2021 Traffic Patrol	\$ 29.78	01/23/19	
35638	Joseph	Meagher	EMDepDir	2811 Emergency Manag	\$ 32.60	01/25/19	
23032	Amy	Nehls	EMDir	2811 Emergency Manag	\$ 37.63	01/25/19	
47868	Anthony	Lemminger	PFCust2	1911 Maintenance Adm	\$ 15.46	01/26/19	
50203	John	Rivera	SOCorrOff	2061 Jail	\$ 21.31	01/29/19	
10580	Patrick	Litscher	CSAtty	5101 Child Support	\$ 39.68	01/30/19	
10501	Randy	Nofsinger	PFMaintMech	1911 Maintenance Adm	\$ 25.68	01/30/19	

The Committee reviewed the Orientation Period Reports as presented.

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Future Agenda Items: Marsik indicated the County received a Petition of Election for Highway Department employees from the Labor Association Of Wisconsin, Inc., Pool of Transportation Drivers, Policy regarding tracking hours for exempt employees, Policy regarding secondary jobs, Job description review by request of the Committee.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, February 19, 2019 at 9:30 a.m. and Tuesday, March 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 11:44 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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