

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Sheahan-Malloy 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 19, 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; Rebecca Bell, Human Services and Health Director

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

Roll call was taken. All members present.

No non-Committee Member County Board Supervisors were present.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the January 22, 2019 and February 5, 2019 meetings of the Human Resources and Labor Negotiations Committee. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze presented a request for additional sick leave donations for a Human Services & Health employee who has an approved leave for a spouse with a serious health condition. Hinze explained that there is supporting medical documentation and 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.

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

One (1) Economic Support Specialist – Overpayment/Fraud Specialist	Human Services
One (1) Land and Water Conservation Intern	L&WC

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

Hinze notified the Committee that the request to carryover 2018 funds for the same purpose was denied by the Finance Committee who indicated that the request would require a resolution to the County Board as a carryover of 2018 funds for a different purpose. Hinze requested consideration to approve a resolution to carry over funds from budget year 2018 to budget year 2019.

Motion by Greshay to approve the resolution to carry over funds from budget year 2018 to budget year 2019 for a different purpose in the Human Resources Department. Second by Hilbert. Motion carried by unanimous vote.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 02/19/2019

Hinze stated that the agenda item regarding shift differentials for Clearview will be tabled until the next Committee meeting as Clearview will share a PowerPoint presentation at that meeting.

Hinze provided an update regarding discussion with the Sheriff's Office and Physical Facilities concerning shift differential. Hinze explained how shift differential is applied in each department. Hinze stated that the departments are very receptive to a uniform shift differential policy. Hinze requested consideration to incorporate any changes at budget time so a fiscal analysis can be completed and Kronos can be configured for implementation in the new budget year. It was the consensus of the Committee to draft a policy for a future meeting.

Hinze provided information only regarding Wisconsin Legislature Assembly Bill 5 regarding Correctional Officer protective status under the Wisconsin Retirement System. Hinze noted that Representative Mark Born will be at the next Executive Committee meeting and specific questions can be asked of him at this meeting.

Mindemann presented an unpaid General Leave of Absence for consideration for an employee in the Human Services and Health Department for February 11, 2019 –February 13, 2019 to care for a child. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Sheahan-Malloy to approve the General 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 request for an intermittent general leave for 03/03/2019 – 09/02/2019 for an employee with the Human Services and Health for a relationship that does not qualify for State or Federal Family and Medical Leave (FMLA) with a request to use sick time. Mindemann verified receipt of proper medical certification.

Motion by Greshay to approve the intermittent general leave of absence with approval to use sick time and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by unanimous vote.

The Committee reviewed the Orientation Period Reports as presented.

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

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - Thomas H. Stebbins, Drainage Board, County Board, \$50.00 / meeting, CB01, ST N/A, 01/16/2019. NEW HIRE – Emily Worth, Psychiatric Therapist II CSP & CCS, Human Services, 29.35, DC09, ST 01, 02/07/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – Scott G. Smith, Transport Officer Occasional, Sheriff, \$19.00, MSC37, ST01, 02/14/2019. RECLASSIFICATION – Sara A. Hermann, Social Worker I Community Services, Human Services, \$22.89, DC06, ST01, 02/14/2019; Tracy L. Sobstad, Social Worker II CPS Prevention, Human Services, \$28.03, DC07, ST Merit, 02/14/2019; Danielle K. Wickersham, RN Public Health, Human Services, \$28.67, DC08, ST03 – F.T. to P.T. 20+, 04/04/2019; Melissa M. Zarczynski, Sr. Social Worker Youth Justice Serv. Preven. Human Services, \$31.94, DC08, ST Merit, 02/14/2019; Richard L. Leistekow, Survey and Mapping Specialist II, LR&P, \$25.73, DC07, ST02, 01/29/2019. STEP INCREASE-None

HR Director's Report:

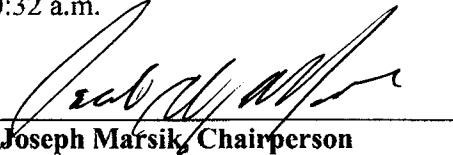
- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations and terminations.
- b) Hinze stated that a formal grievance was received for an employee of Human Services and Health regarding a termination that is currently at Step 2.
- c) Hinze stated that the Wisconsin Employment Relations Committee (WERC) will be conducting the election by mail beginning February 21, 2019 with the counting of ballots on Wednesday, March 13, 2019 at 1:30 p.m.
- d) Hinze distributed a copy of Policy #305 - Ethics to the Committee as information only. Hinze stated that she will include the policy as a future agenda item, if requested by the Committee.

Future Agenda Items: Exempt Flex time, Human Services Driver Pool, Recruitment, Unfunded positions, Uniform Shift Differential Policy.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, March 5, 2019 at 10:00 a.m.** which will be held in rooms 1I&H of the Administration Building **and Tuesday, March 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 10:32 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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