

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, March 5, 2019 at 10:00 a.m. in meeting room 1H & I located on the first floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director (via phone); James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Wendy Gubin Human Resources Assistant; Rebecca Bell, Human Services and Health Director; Sheriff Dale Schmidt; Chief Deputy Scott Mittelstadt; Deanna Wilson, Clearview Administrator/Executive Director; Brian Field, Highway Commissioner; Kim Nass, Corporation Counsel; Jeff Berres, County Board Supervisor; Jeff Schmitt, County Board Supervisor; Donna Maly, County Board Supervisor; Jeff Caine, County Board Supervisor; David Frohling, County Board Supervisor; Russell Kottke, County Board Chair.

Meeting called to order by Marsik at 10:00 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. Supervisors Caine, Maly, Berres and Kottke declined payment and Supervisors Schmitt and Frohling accepted payment.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the February 19, 2019 meetings of the Human Resources and Labor Negotiations Committee. Second by Sheahan-Malloy. Motion carried by vote of 4-0.

Sheriff Schmidt distributed a letter from the Department of Justice regarding the Leadership in Police Organizations (LPO) training and discussed the partnership between the Dodge County Sheriff's Office, the Wisconsin Department of Justice and the International Association of Chief of Police. Sheriff Schmidt also provided a memo regarding the training commitment by Chief Deputy Mittelstadt as an LPO certified trainer. Mittelstadt presented an overview including course objectives of the LPO training. Mittelstadt answered questions from the Committee.

Sheriff Schmidt provided a handout regarding promotions and wages in the Sheriff's Office resulting in compression challenges and presented a proposal to temporarily address wage compression. Sheriff Schmidt indicated that there is time to determine the best course of action before the promotions go into effect.

Motion by Schmidt to postpone the request until after completion of the Matrix study. Second by Sheahan-Malloy. Motion carried by vote of 4-0.

Sheriff Schmidt presented a request for sick donations from the Sheriff's Office for an employee who requested Family Leave to care for a child with a life-threatening condition. Mindemann explained that the employee will first use all available time off and that supporting medical documentation is in progress.

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 Hilbert. Motion carried by vote of 4-0.

Wilson provided a presentation regarding Certified Nursing Assistant recruitment and retention.

Wilson presented requests for policy revisions including: shift differential increases, weekend only shifts of three (3) - twelve (12) hour shifts, and revisions to the vacation policy to include extending vacation 90 days past anniversary date and vacation payouts. There was discussion regarding the draft policies.

Motion by Greshay to agree with implementing the proposal as presented into policy, to bring the official revised policies for approval at the next Committee meeting and to support Finance in proceeding with a budget amendment. Second by Hilbert. Motion carried by vote of 4-0.

Wilson provided information regarding a resolution to create the position of CBRF Assistant at Clearview. It was the consensus of the Committee to support the resolutions as presented. The resolution will be presented to the Health Facilities Committee for consideration.

Hinze indicated that a Job Description Questionnaire (JDQ) and job description for the CBRF Assistant were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Compensation Plan at Grade Two (2).

Motion by Schmidt to approve placement of the CBRF Assistant position into the Dodge County Compensation Plan at Grade Two (2). Second by Sheahan-Malloy. Motion carried by vote of 4-0.

Bell requested consideration for a pool of Transportation Drivers verses a limited number of Transportation Drivers in order to meet Human Services transportation needs and waiving the requirement to request a requisition to fill Transportation Driver positions provided wages are within budget.

Motion by Greshay to approve a pool of Transportation Drivers for Human Services. Second by Hilbert. Motion carried by vote of 4-0.

Nass stated that due to IRS Publication 175-Personnel Security Program the Child Support Department must meet new guidelines regarding background investigations. Nass presented a draft policy as information only and indicated that a policy will be presented for final approval at the next Committee meeting.

Review, discussion and consideration of the new maintenance position at the Highway Department was postponed until a future meeting pending a recommendation from Carlson Dettmann.

Mindemann presented a request from a Clearview employee to enroll a dependent in dental coverage. There was discussion regarding the request the current dental policy.

Motion by Greshay to postpone the request until review of the dental policy. Second by Hilbert. Motion carried by vote of 4-0.

Mindemann presented a request from a Sheriff's Office employee to enroll a dependent in dental coverage.

Motion by Sheahan-Malloy to postpone the request until review of the dental policy. Second by Hilbert. Motion carried by vote of 4-0.

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

One (1) Shop Foreman	Highway
One (1) ADR Specialist I, II, III	Human Services
One (1) Economic Support Specialist	Human Services
One (1) Transportation Coordinator	Human Services
One (1) GIS Intern	LR&P
One (1) Patrol Sergeant	Sheriff
Two (2) Transportation Officer Occasional	Sheriff

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

Mindemann presented an intermittent General Leave of Absence from 03/08/2019 through 03/24/2019 for consideration for an employee of the Sheriff's Office to care for a partner that no longer met criteria under State and/or Federal Family and Medical Leave. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Schmidt 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 vote of 4-0.

The Committee reviewed the Salary, Wage, and Status changes as presented including a supplemental Kronos report for the automatically updated wage increases for February 2019.

STEP INCREASE – UNION – None. NEW HIRE – UNION – Jeremy McCarty, Deputy Sheriff Patrol, Sheriff, \$29.33, SSU04, ST01, 02/21/2019. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - Jody R. Langfeldt, Commission on Aging and Disability, County Board, \$50.00/meeting, CB01, ST N/A, 02/19/2019. NEW HIRE – Gregory P. Maier, Transportation Driver, Human Services, \$12.65, MSC17, ST01, 02/15/2019; Laura N. Prater, Transportation Coordinator, Human Services, \$16.46, DC03, ST01, 02/25/2019; Justin T. Reynolds, I.T. Director, I.T., \$47.92, DC15 ST 03 (*revised*), 01/21/2019; Arthur W. Tessmann, Transport Officer Occasional, Sheriff, \$19.00,, MSC37, ST01, 02/20/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Emma D. Borck, Economic Support Specialist Lead, Human Services, \$22.89, DC06, ST01, 02/28/2019, Megan M. Terbeest, Social Worker II CPS Ongoing, Human Services, \$25.05, DC07, ST01, 02/06/2019. WAGE INCREASES–

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 03/05/2019

Emp No.	First Name	Last Name	Position Code	Location	New Pay Rate	Effect Date
41283	Gina	Steinke	CTJudAsst2	301 Circuit Court	\$ 21.39	01/24/19
25698	Wallace	Fett	HWForemanEast	3111 Highway Adminis	\$ 28.80	02/01/19
10447	Anthony	Brugger	SOJailAdmin	2061 Jail	\$ 41.04	02/01/19
10494	Pennylyn	Minnig	HSSW3JvCtOngo	5006 Social Service	\$ 33.44	02/03/19
10338	Bernadette	Mueller	CSDir	5101 Child Support	\$ 38.65	02/05/19
23009	Michele	Reinwald	SOCorrOff	2061 Jail	\$ 26.97	02/05/19
23010	Stacy	Ronge	SOCorrOff	2061 Jail	\$ 26.98	02/05/19
10322	Barbara	Cross	HSSW3CPSOngo	5002 Children & Fami	\$ 32.70	02/07/19
25703	Shawn	Hundt	HWEquipOpEast	3111 Highway Adminis	\$ 24.17	02/07/19
16275	Rhonda	Hundt	HSSW3JvCtIntak	5006 Social Service	\$ 33.44	02/08/19
10564	Erin	Bussian	HSSW3LTSAPS	5036 Long-Term Suppo	\$ 32.70	02/08/19
25837	Lisa	Grycowski	HSCPSOngoing	5002 Children & Fami	\$ 34.04	02/09/19
10344	Dawn	Bjork	DAMisDomAb	1601 District Attorn	\$ 21.42	02/10/19
10401	James	Wiersma	HSSW3FostCare	5002 Children & Fami	\$ 33.81	02/10/19
50205	Robert	Griesel	HSDemCarSpec1	5035 Resource Center	\$ 23.51	02/12/19
43467	Shawn	Boeder	HWEquipOpEast	3111 Highway Adminis	\$ 25.79	02/13/19
47955	Emily	Kotecki	HSPsychThr2Out	4840 CD-Outpatient S	\$ 31.73	02/16/19
33780	Bradley	Knoll	SOJailSup	2061 Jail	\$ 30.50	02/17/19
43530	Joseph	Lechner	HWPatSuperEast	3111 Highway Adminis	\$ 37.74	02/20/19
50042	Kathryn	Kiser	SOCCommOff	2056 Radio Communica	\$ 22.99	02/20/19
49274	Keith	Christian	HWUtilTrkDrEas	3111 Highway Adminis	\$ 20.87	02/22/19
45012	Nathaniel	Hein	SOCorrOff	2061 Jail	\$ 23.28	02/22/19
17419	Susan	Whiting	CSAcctClk3	5101 Child Support	\$ 22.00	02/23/19
44653	Kevin	Nakielski	ITDataAdmin	1801 Information Tec	\$ 38.00	02/24/19
50043	Kimberly	Nass	COCorpCoun	1701 Corporation Cou	\$ 54.11	02/27/19
25836	Linda	Neitzel	CSSpeclnt2	5101 Child Support	\$ 23.22	02/27/19
34167	Bruce	Wolff	HWCountyPatEas	3111 Highway Adminis	\$ 24.19	02/27/19
28752	Brian	Loos	SOLieutPatr	2021 Traffic Patrol	\$ 38.47	02/28/19

The Committee reviewed the Orientation Period Reports as presented.


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 is a grievance at Step Three (3) that is with Mielke for review and consideration.

Future Agenda Items: Dental policy, Flex time for Exempt employees, PTO, Clearview policies, IRS Background Investigation Policy, Unfunded positions, Highway Maintenance position, Sheriff's Office compression.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Thursday, March 21, 2019 at 9:00 a.m.** which will be held in room 1H&I of the Administration Building **and Tuesday, April 2, 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 12:08 p.m.


 Richard Greshay, Secretary


 Joseph Marsik, Chairperson

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