

## 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 Thursday, March 21, 2019 at 9:00 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; Rebecca Bell, Human Services and Health Director; Chief Deputy Scott Mittelstadt; Deanna Wilson, Clearview Administrator/Executive Director; Brian Field, Highway Commissioner; Kim Nass, Corporation Counsel; Russell Freber, Physical Facilities Director; Jeff Berres, 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 9:00 a.m.**

Roll call was taken. All members present.

Chair Marsik acknowledged non-Committee Member County Board Supervisors: Caine, Maly, Berres, Frohling and Kottke for payment.

Marsik asked if anyone present had any public comments. None

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

Hinze stated that the request for sick donations for an employee of the District Attorney's Office was rescinded due to the employee returning to work sooner than anticipated.

Mittelstadt presented a requisition request for a limited-term full time Correctional Officer with benefits for a voluntary demotion until a Correctional Officer position opens on May 2, 2019. Hinze and Mittelstadt answered questions from Committee members. Mielke recommended approval of this request.

Motion by Greshay to approve the requisition for a limited-term full time Correctional Officer until May 2, 2019. Second by Hilbert. Motion carried by vote of 3-2 with Sheahan-Malloy and Schmidt opposing.

Hinze presented a requisition request for a full time Correctional Officer. Hinze and Mittelstadt answered questions from Committee members. Mielke recommended approval of this request.

Motion by Greshay to approve the requisition for a full time Correctional Officer. Second by Hilbert. Motion carried by vote of 2-1 with Sheahan-Malloy opposing and Schmidt abstaining.

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Hinze presented a request to consider a requisition for two (2) Deputy Sheriff Patrol positions. Mielke recommended approval of this request.

Motion by Greshay to approve the requisitions for two (2) Deputy Sheriff Patrol positions. Second by Hilbert. Motion carried by unanimous vote.

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

One (1) Office Manager	Highway
One (1) Economic Support Specialist	Human Services
One (1) Transport Officer – Occasional	Sheriff

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

Hinze presented information regarding exempt and non-exempt employees referencing Policy 107 – Employee Status – Exempt/Non-Exempt and Policy 119.2 Compensatory Time. There was discussion between Committee members and Department Heads in attendance regarding hours for exempt employees in their respective departments. Committee members discussed exempt employee status and flexible (flex) time hours. Mielke invited Committee members to the next Management Council meeting for an opportunity to discuss directly with the Department Heads. It was the consensus of the Committee to postpone the discussion regarding flexible hours and exempt status employees.

Hinze presented three (3) Clearview Policies and Procedures for final approval: Shift Differential, Weekend Differential and Holiday Pay Policy, Administration Household Assistants III – 12 Hour Shifts Policy, and Vacation Policy. Hinze stated that funding for the policy changes was approved at the March 19, 2019 County Board meeting.

Motion by Greshay to approve the three (3) Clearview policies: Shift Differential, Weekend Differential and Holiday Pay Policy, Administration Household Assistants III – 12 Hour Shifts Policy, and Vacation Policy, as presented. Second by Hilbert. Motion carried by unanimous vote.

Hinze notified the Committee of an outdated Clearview policy regarding Compensatory Time for RN's; Hinze will bring a recommendation for the next meeting.

Hinze presented the IRS Background Investigation Policy for final approval.

Motion by Schmidt to approve the IRS Background Investigation Policy as presented. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze provided wage information regarding new hires with the Highway Department with a request for a wage adjustment for two (2) current employees still in steps on the Dodge County Compensation Plan. Field and Hinze answered questions from the Committee.

Motion by Greshay to approve the wage adjustment for the two (2) Highway Department employees, as presented. Second by Hilbert. Motion carried by unanimous vote.

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Hinze explained that the Highway Department would like to eliminate a vacant Operator position and create a Building Maintenance Technician position. Hinze indicated that a resolution will be presented at the April County Board meeting. Hinze also stated that a Job Description Questionnaire (JDQ) and job description for the Building Maintenance Technician position was completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Compensation Plan at Grade Four (4).

Motion by Schmidt to approve placement of the Building Maintenance Technician position into the Dodge County Compensation Plan at Grade Four (4). Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze reviewed the current Dental Policy - #208.2 and the current process for late additions to the policy. There was discussion regarding changes to the policy. It was the consensus of the Committee to propose a policy change whereas a late enrollee after a qualifying event may enroll by written request; however, must pay full premium for one year. Hinze will provide a revised policy at the next Committee meeting.

Hinze distributed pages from the 2019 budget book which show current approved and unfunded positions. After discussion it was determined that any changes to unfunded positions may fall under the jurisdiction of the Executive and/or Finance Committee. It was the consensus of the Committee to request the item be added to the next Executive Committee agenda.

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 – Paul M. Lehnert, Hazardous Materials Responder, Emergency Management, \$7.25 hour / \$35.00 call outs, HAZ01, ST01, 03/11/2019; Sarah E. Axelsen, Social Services Aide I CPS Ongoing, Human Services, \$14.30, DC02, ST01, 03/18/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Tammy Garbalagtys, Social Services Aide III CPS Intake, Human Services, \$20.75, DC05, ST01, 03/11/2019; Juan Guerrero, Economic Support Specialist II Bilingual, Human Services, \$20.75, DC05, ST01, 02/18/2019; Lisa A. Hoffman, Economic Support Specialist Overpayment Fraud Human Services, \$24.13, DC06, ST03, 03/14/2019; Karri-Ann Huck, Economic Support Specialist II, Human Services, \$20.75, DC05, ST01, 07/04/2019; Amanda Mersch, RN Public Health, Human Services, \$27.93, DC08, ST02, 03/14/2019; Danielle K. Wickersham, RN Public Health, Human Services, \$28.67, DC08, ST03 – F.T. to P.T. 20+, 03/14/2019 date revised. WAGE INCREASES– N/A.

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 Mielke responded to Step Two (2) of a grievance; however no notification regarding an appeal to an Independent Hearing Officer (IHO) has been received yet.
- c) Hinze provided a report of average years of service and wages for Certified Nursing Assistants.


Future Agenda Items: Dental Policy, Flex time for Exempt employees, Paid Time Off (PTO), Clearview RN Compensatory Time Policy, Wage Study, and Sheriff's Office compression.

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It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Thursday, April 4, 2019 at 9:00 a.m. and Monday, April 15, 2019 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:37 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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