

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, April 4, 2019 at 9:00 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Rebecca Bell, Human Services and Health Director; Deanna Wilson, Clearview Administrator/Executive Director; Russell Freber, Physical Facilities Director; Kim Nass, Corporation Counsel; Sheriff Dale Schmidt; Donna Maly, County Board Supervisor; Jeff Caine, County Board Supervisor.

Meeting called to order by Marsik at 9:00 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. Supervisor Caine declined payment and Supervisor Maly accepted payment.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the March 21, 2019 meeting of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried by unanimous vote.

Hinze reported on the flexible hours discussion at Management Council between the department heads and a few County Board Supervisors. Hinze provided feedback from a survey sent to department heads. There was discussion among the Committee members. It was the consensus of the Committee to postpone flexible hours to a future meeting.

Firari and Wilson proposed to abolish Policy 8002 - Compensatory Time for RN's. There was discussion regarding compensatory time and overtime practices for RN's.

Motion by Hilbert to eliminate policy 8002 – Compensatory Time: RN's effective April 4, 2019. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze presented a final draft of the revised Dental Insurance policy and reviewed eligibility and parameters for changes due to qualifying events and late enrollees. Hinze highlighted that late enrollees will be required to pay full premium for one year. Hinze also reiterated that there are no open enrollment periods for dental.

Motion by Schmidt to approve the revised Dental Insurance policy effective April 4, 2019. Second by Greshay. Motion carried by unanimous vote.

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

One (1) Account Technician	Highway
One (1) Customer Service Support Specialist	Human Services
One (1) Social Worker I, II or Senior – CPS Investigator – Intake	Human Services
One (1) Community Service Officer	Sheriff
Two (2) Deputy Sheriff (2 requisitions)	Sheriff

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

Sheriff Schmidt provided the Committee with an assessment from Matrix supporting a request to abolish one (1) full-time Detective position and create one (1) full-time Sergeant position in the Sheriff's Office. Sheriff Schmidt stated that a resolution will be presented to Judicial and Public Protection Committee for consideration. Sheriff Schmidt answered questions from the Committee members.

Hinze reviewed upcoming timelines. Hinze stated that Paid Time Off (PTO) discussions will resume in upcoming meetings with a refresher of PTO basics and components. Hinze requested Committee members to bring previously provided PTO informational books to upcoming meetings. Mielke reminded Committee members that the Post Employment Health Plan (PEHP) is approved through December 2020 and reviewed annually for consideration to extend it. Mielke requested input on developing a timeline for a Request for Proposal (RFP) for a Compensation Study. There was discussion regarding an RFP for a Compensation Study. Mielke recommended working with the Purchasing Agent to do research with other counties and have the Committee develop the scope. Hinze reminded the Committee regarding possible standardization of shift differentials countywide for 2020 budget.

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

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Brian Butterbrodt, Utility II / Truck Driver – West, Highway, \$20.10, DC04, ST04, 03/25/2019; Chris Justmann, Utility II / Truck Driver – West, Highway, \$19.10, DC04, ST02, 03/27/2019; Tyler C. Neevel, Utility II / Truck Driver – West, Highway, \$18.59, DC04, ST01, 03/18/2019; Daniele G. Gerth, Counselor I – Children w/Disabilities, Human Services, \$20.75, DC05, ST01, 04/08/2019; Shonna Tietz, Customer Service Support Specialist, Human Services, \$14.69, DC02, ST02, 04/15/2019. LIMITED TERM/SEASONAL NEW HIRE – Bradley J. Kuhn, Park Caretaker – Ledge Park, LR&P, \$12.25, PKC06, ST/YR01, 04/08/2019; Candice D. Massey, Park Attendant – Astico Park, LR&P, \$12.50, PKA13, ST/YR01, 04/08/2019; Scott Erdmann, Park Caretaker – Derge Park, LR&P, \$12.25, PKC06, ST/YR01, 04/08/2019. LIMITED TERM/SEASONAL RE-HIRE – Angela M. Bonack, Park Attendant – Ledge Park, LR&P, \$12.75, PKA13, ST/YR02, 04/01/2019; Paul Rettler, Park Caretaker – Astico Park, LR&P, \$12.75, PKC06, ST/YR03, 04/01/2019; John A. Sevenz Jr., Park Caretaker – Harnischfeger Park, LR&P, \$13.25, PKC06, ST/YR05, 04/01/2019. REHIRE – Stephanie M. Ohms, Senior Social Worker Juvenile Court Intake, Human Services, \$27.20, DC08, ST01, 04/01/2019. RECLASSIFICATION – Keith Christian, State Patrolman – East, Highway, \$20.16, DC04, ST05, 01/26/2019; Elaine L. DeBlare, Transportation Coordinator, Human Services, \$16.46, DC03, ST01 promotion, 04/11/2019; Jonathan C. Olszewski, Correctional Officer L.T.E.,

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 04/04/2019

Sheriff, \$20.75, DC05, ST01 transfer from Patrol, 03/22/2019; Jonathan C. Olszewski, Correctional Officer, Sheriff, \$20.75, DC05, ST01, 05/03/2019. WAGE INCREASES–

MARCH 2019 STEP INCREASES

Emp No.	First Name	Last Name	Position Code	Location	New Step	New Pay Rate	Effect Date
10314	Michael	Baskfield	Counelor III	4807 Huma Services	5	\$ 29.86	2/26/2019
24984	Daniel	Watkins	SOCorrOff	2061 Jail	Max	\$ 26.98	1/24/2019
23004	Robert	Kucharski	SOCorpJail	2061 Jail	5	\$ 29.09	2/5/2019
50048	Monica	Hooper	HSDMFiscSprt	4855 US-Administrati	2	\$ 42.27	3/1/2019
43561	Jeffrey	Diels	HWStatePatEast	3111 Highway Adminis	Max	\$ 24.19	3/1/2019
49276	Eric	Fortlage	HWUtilTrkDrEas	3111 Highway Adminis	5	\$ 20.87	3/1/2019
23007	Jason	Polsin	SOJailSup	2061 Jail	5	\$ 32.31	3/1/2019
17522	Jon	Duckert	LCConTech	7001 Land Conservati	5	\$ 29.73	3/4/2019
26109	Lori	Hill	LRAdmSec3PrkTr	7801 Planning & Deve	5	\$ 20.91	3/4/2019
26197	Carrie	Lagerman	FNPayCoor	1301 Finance	4	\$ 24.75	3/6/2019
11150	Gary	Schulz	HWEngTech6	3111 Highway Adminis	5	\$ 29.76	3/6/2019
34012	Chad	Bader	HWMechanic	3111 Highway Adminis	5	\$ 26.81	3/6/2019
19618	Jacqueline	Oestreich	HSAcctClk2Sp	5086 Support Staff	5	\$ 20.91	3/8/2019
30559	Jennifer	Schmidt	LRAdmSec3LndRe	7801 Planning & Deve	5	\$ 20.91	3/8/2019
10438	Amy	Cook	HSSW3JvCtlntak	5006 Social Service	5	\$ 33.44	3/9/2019
17125	Chad	Riter	SOJailSup	2061 Jail	5	\$ 34.20	3/9/2019
48077	Ashton	Nickel	SOCorrOff	2061 Jail	4	\$ 22.43	3/11/2019
18720	Daniel	Brozek	HWWelder	3111 Highway Adminis	5	\$ 26.32	3/12/2019
50221	Robert	Biermann	SOCorrOff	2061 Jail	2	\$ 21.31	3/12/2019
50222	Alek	Schultz	SOCorrOff	2061 Jail	2	\$ 21.31	3/12/2019
48078	Trevor	Mallon	SOCorrOff	2061 Jail	4	\$ 22.43	3/12/2019
43567	Thomas	Hazelberg	SOCCommOff	2056 Radio Communica	5	\$ 25.57	3/13/2019
50035	Vonne	Meussling-Bari	HSCoun3ComSprt	4807 MI-Comprh Commu	2	\$ 25.73	3/14/2019
10568	Joseph	Giebel	LRMgrCodeAdmin	7801 Planning & Deve	5	\$ 42.29	3/14/2019
42030	David	Overshiner	HSCounselor3ID	4840 CD-Outpatient S	5	\$ 27.83	3/15/2019
16694	Karen	Krentz	CSLead	5101 Child Support	4	\$ 27.08	3/16/2019
42975	Erin	Falcon	HSEcSprtSpec2	5055 Economic Suppor	5	\$ 22.99	3/18/2019
24491	Patricia	Kittleson	DAFel	1601 District Attorn	5	\$ 21.16	3/19/2019
11030	Barbara	Brooks	PFAdminSec2	1911 Maintenance Adm	Max	\$ 18.61	3/19/2019
50055	Kristina	Keith	HSAcctTech	4855 US-Administrati	4	\$ 22.43	3/20/2019
25496	Marvella	Puga	HSPubHlthTech	4047 Women, Infants	5	\$ 18.86	3/20/2019
28757	Leann	Schultz	HRInsBenCoor	901 Human Resources	5	\$ 26.00	3/24/2019
42023	Sara	Gaska	HSClinServ	4801 MI-Outpatient S	5	\$ 37.63	3/24/2019
48079	Kathleen	Gordon	HSSW2CPSOngoin	5002 Children & Fami	2	\$ 25.73	3/24/2019
49726	Jonathan	Bethke	HWUtilTrkDrWes	3111 Highway Adminis	2	\$ 19.10	3/26/2019
21520	Ian	Dodge	ITElectTech	1801 Information Tec	5	\$ 35.77	3/27/2019
48130	Marcus	Cox	HWUtilTrkDrWes	3111 Highway Adminis	5	\$ 21.12	3/30/2019
20208	Zev	Kianovsky	COAsstCouns	1701 Corporation Cou	5	\$ 42.29	3/31/2019

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 that an employee grievance has advanced to a request for an Independent Hearing Officer (IHO) and in the selection process of an IHO.

Future Agenda Items: Flex time policy for Exempt employees, PTO, funding of PEHP, countywide shift differential, RFP for Compensation Study.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Friday, April 5, 2019 at 1:00 p.m.** for a special meeting with closed session and regular meetings **Monday, April 15, 2019 at 9:00 a.m. and Tuesday, May 7, 2019 at 10:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:00 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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

MEMBER EXCUSED: None

Minutes of the special meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Friday, April 5, 2019 at 2:15 p.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Kyle Gulya, County Labor Attorney; Jeff Berres, County Board Supervisor; Donna Maly, County Board Supervisor; Jeffrey Caine, County Board Supervisor; David Frohling, County Board Supervisor; Jeff Schmitt, County Board Supervisor; Thomas Schaefer, County Board Supervisor; Russell Kottke, County Board Chair.

Meeting called to order by Marsik at 2:18 p.m.

Roll call was taken. All members present.

Marsik asked if anyone present had any public comments. None.

Closed Session:

It was the consensus of the Committee to allow, Supervisors Berres, Maly, Caine, Frohling, Schmitt, Schaefer and Chairman Kottke to attend the closed session meeting.

Roll call vote was taken.

Motion by Schmidt, second by Sheahan-Malloy to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that for the purpose of conducting public business for discussion and possible action regarding the employment and performance of a specific department supervisor under the authority of the County Administrator pursuant to Wisconsin Statute section 19.85(1)(c),(f) and (g), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(c), (f) and (g) of the Wisconsin Statutes.. Motion carried by unanimous vote of all members present at 2:18 p.m.

Open Session:

Motion by Schmidt, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 4:14 p.m.

Meeting adjourned by order of the Chairperson at 4:15 p.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Friday, April 5, 2019 at 2:15 p.m. in meeting room 4C located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Sheahan-Malloy, Hilbert, Greshay, and Schmidt

MEMBERS EXCUSED: None.

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Kyle Gulya, County Labor Attorney; Jeff Berres, County Board Supervisor; Donna Maly, County Board Supervisor; Jeffrey Caine, County Board Supervisor; David Frohling, County Board Supervisor; Jeff Schmitt, County Board Supervisor; Thomas Schaefer, County Board Supervisor; Russell Kottke, County Board Chair.

It was the consensus of the Committee to allow, Supervisors Berres, Maly, Caine, Frohling, Schmitt, Schaefer and Chairman Kottke to attend the closed session meeting.

Roll call vote was taken.

Chair Marsik asked non-Committee Member County Board Supervisors if they wished to be paid for attending the meeting. Supervisors Berres, Maly, Caine, Frohling, Schaefer and Chairman Kottke declined payment and Supervisor Schmitt accepted payment.

Motion by Schmidt, second by Sheahan-Malloy to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that for the purpose of conducting public business for discussion and possible action regarding the employment and performance of a specific department supervisor under the authority of the County Administrator pursuant to Wisconsin Statute section 19.85(1)(c),(f) and (g), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(c), (f) and (g) of the Wisconsin Statutes.. Motion carried by unanimous vote of all members present at 2:18 p.m.

There was discussion regarding the performance of an employee.

Motion by Schmidt, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 4:14 p.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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CLEARVIEW

POLICY REGARDING:
RN Unit Managers Exempt Status

POLICY#: 7168

PROPONENT: Administration

APPROVED BY: Administrator, Jane E. Hooper

EFFECTIVE DATE: 6/05/15

POLICY SUPERSEDED: 1/2/13, 2/27/14, 4/16/15

- A. RN Unit Managers at Clearview may be eligible for flex time hours for hours worked beyond their regular shift. Flex time is defined as one hour earned for each hour worked beyond the regular schedule, and may not exceed four (4) hours earned per pay period. Flex time will be granted on the last day of the pay period for those hours earned within the pay period, and cannot be used until the following pay period. The amount of flex time can be accrued up to a maximum of 20 hours. A maximum of 8 hours can be used per RN Unit Manager in a calendar month. Only a total of 8 hours can be taken per week (Monday-Friday) each for the A/B side and D/E/F side of the building, so adequate coverage is still provided. Flex time may not be used on holidays or weekends.
- B. RN Unit Managers must alter their schedule to adjust to the facility needs. This should be arranged amongst all RN Unit Managers to ensure necessary facility coverage is in place.
- C. RN Unit Manager flex time should be arranged amongst the other RN Unit Managers, prior to sending the request to scheduling and payroll, and may be granted based on the needs of the facility.
- D. RN Unit Managers working a holiday will be compensated at one and one half (1 ½) times the normal rate for such work and will be able to bank eight (8) for future use as a holiday. If the holiday you are scheduled to work is normally a day off you would work the holiday and take a different day off in that pay period. When the holiday falls on an assigned work day, RN Unit Managers not working that holiday will receive the holiday off and will be paid at their regular rate of pay for that day. When the holiday falls on a day off, RN Unit Managers not working that holiday will be able to bank the day for future use.
- E. Filling an open slot will not be substituted for the normal hour requirements as the RN Unit Manager position. Filling an open slot outside of normal work requirements will be compensated at one and one half (1 ½) times the normal

rate for such work. RN Unit Managers who fill in for an open slot will be eligible to receive any applicable shift and/or weekend differentials