

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 Monday, April 15, 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 (via phone); James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Russell Freber, Physical Facilities Director; Brian Field, Highway Commissioner; Scott Petrack, Deputy Sheriff Patrol; Jeff Caine, County Board Supervisor; David Guckenberger, County Board Supervisor.

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 and Guckenberger; however, both declined payment.

Marsik asked if anyone present had any public comments. Petrack presented the Committee with copies of his evaluations and expressed concerns regarding his recent evaluation.

Motion by Sheahan-Mallow to approve the regular and closed session minutes of the April 5, 2019 meeting and of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried by unanimous vote.

Sheahan-Malloy indicated an amendment was needed in regards to the Sheriff's comments related to abolishing one (1) full-time Detective position and creating one (1) full-time Sergeant position. The minutes were amended to read "Sheriff Schmidt provided the Committee with a preliminary assessment from Matrix and informed the Committee that a resolution to abolish ...".

Motion by Sheahan-Malloy to approve the amended regular session minutes of the April 4, 2019 meeting and of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried by unanimous vote.

Hinze and Mielke presented a recruitment and selection timeline for the Finance Director position. Mielke provided information regarding recruitment assistance from Baker Tilly. There was discussion regarding recruitment strategies. It was a majority recommendation of the committee to begin the recruitment without the assistance of Baker Tilly, but to monitor the recruitment process for possible future assistance from Baker Tilly.

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 – None. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – None. WAGE INCREASES– N/A.

Caine requested to address the Committee under the agenda item, Review of Salary, Wage and Status Changes. Caine explained current Highway staffing and requested reconsideration of the labor grade placement of the Account Technician position due to the many responsibilities of the position. Hinze responded that the position was recently posted and the job description was sent for review with minimal changes. Hinze stated that if the job description was incorrect it should have been updated at that time. Field stated that the job description was not incorrect but rather the pay was wrong. Mielke explained that a process is established regarding reclassification of positions via the Job Description Questionnaire (JDQ) and should not be circumvented. There was further discussion regarding the request. Hinze indicated that an updated JDQ must be submitted to Human Resources which would be sent to Carlson Dettmann.

Hinze provided background information of RN Unit Managers at Clearview transitioning from hourly to exempt status. Hinze referenced an antiquated policy from 1999 as well as Policy 7168 – RN Unit Manager Exempt Status endorsed by Deanna Wilson, Clearview Administrator Executive Director. Hinze presented the policy as awareness only noting that Clearview will continue to use Policy 7168 – RN Unit Manager Exempt Status.

Hinze stated that the discussion and consideration regarding flexible hours and development of flexible hours policy was tabled and inquired if there were any directives. There was discussion regarding flexible hours. Marsik requested each Committee member to write up an idea to bring to the next meeting.

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

One (1) Account Clerk III

Child Support

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

Mindemann presented an unpaid Medical Leave of Absence from 04/01/2019 through 04/30/2019 for consideration for an employee of the Human Services and Health Department. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Hilbert to approve the unpaid Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

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 provided an update of the current grievance stating that an Independent Hearing Officer (IHO) has been chosen and is working with both parties for a hearing.

Future Agenda Items: Flex time for Exempt employees, Paid Time Off (PTO), Finance Director update, and evaluation process.

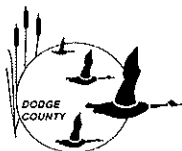
It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Wednesday, May 8, 2019 at 11:00 a.m. and Tuesday, May 21, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:13 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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



DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	121	Approval Date: 8/5/2014
Policy Title	Performance Evaluations	Effective Date: 8/5/2014
		Revision Date(s):

Performance evaluations are provided to acknowledge employee achievement and assist employees in improving their job performance.

Annual evaluations of regular employees summarize past performance and plan for improved future performance. Department Heads will be responsible for conducting annual performance evaluations with employees whom they supervise.

Department Heads may conduct performance evaluations for temporary employees. Evaluations are recommended after 160 hours worked (equivalent of 4 weeks) and again after 320 hours worked (equivalent of 8 weeks).

Performance evaluations may also be conducted at one month intervals for employees who are transferred into a different position and are required to serve an orientation period (see Policy 118). The final evaluation will be conducted at least one week prior to the end of the orientation period.

Discretionary evaluations commend unusually exceptional performance, provide prompt assistance to employees whose performance needs to be improved, or may be utilized for some other specific purpose.

Dodge County Evaluation Instructions

Dodge County values its employees and is committed to empowering employees to be successful at their jobs. To honor this commitment, it is important for all leaders of the organization to have focused, meaningful discussions with each of their direct reports on a regular basis, but also to have a more formalized discussion with each of their direct reports utilizing this evaluation tool at least once a year. All Dodge County employees will receive a formal performance evaluation including a formal evaluation meeting annually.

EMPLOYEE PERFORMANCE RATING SCALE

- 4 - Exceptional
- 3 - Exceeds Expectations
- 2 - Meets Expectations/Valued Contributor
- 1 - Needs Improvement or Developing
- 0 - Unacceptable

EXCEPTIONAL: This is a rating given when the employee's performance is an exception among the workforce in this area. This is a difficult rating to achieve and only given when an employee's performance has consistently and significantly exceeded the standard.

EXCEEDS EXPECTATIONS: This rating is given when an employee's performance frequently exceeds the standard requirements for successful performance.

MEETS EXPECTATIONS/VALUED CONTRIBUTOR: This rating is given when an employee is a steady, reliable performer and whose actions/behaviors consistently contribute to the success of the department and the County.

NEEDS IMPROVEMENT OR DEVELOPING: This rating is given when an employee is not performing at the expected levels of standard performance and needs to make some improvements, or the employee is still learning key aspects of the factor being evaluated. In the sections record your rating on each factor by selecting the rating scale drop down, choosing 0-4 as applicable.

"Meeting Expectations/Valued Contributor", a rating of a "2", is a good rating. Ratings below a "2" and ratings above a "2" require an explanation or specific examples of why the rating above or below "2" was marked.

For the Goal Categories, be prepared to provide and discuss job-specific goals for the next evaluation period. For item #2. "Performance Goal for Upcoming Period" and item #3. "Training/Development Opportunities", enter the goals and training opportunities in the relative sections and choose a rating of "N/A" so these elements will not be included in the overall rating score.

When the performance evaluation meeting is completed, you will be given the opportunity to provide any additional comments that you would like to have documented on the performance review form. If you feel you would like additional time to respond, the supervisor may allow you another day to submit any comments.

If you have any questions please contact Human Resources at ext. 3690.