

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, May 8, 2019 at 11:00 a.m. in meeting room 1H&I located on the first 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; Bernie Mueller, Child Support Director; Christine Churchill, Director of Communications/Support Services; Michelle Kenning, Clerk of Courts Office Manager; Nate Minnig, Highway Patrol Superintendent; Brian Loos, Lieutenant Patrol; Chad Enright, Captain Patrol; Dustin Beck, Deputy Jail Administrator; Jason Hundt, Deputy Jail Administrator; Joe Meagher, Emergency Management Deputy Director; Bill Ehlenbeck, Land Resources and Parks Director; Kim Nass, Corporation Counsel; Patrick Schoebel, Medical Examiner; Jeffrey Schmitt, County Board Supervisor; Jeff Berres, County Board Supervisor.

Meeting called to order by Marsik at 11:00 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 Berres declined payment and Supervisor Schmitt arrived after roll call.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the April 15, 2019 meeting of the Human Resources and Labor Negotiations Committee. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze stated that it was the consensus at the previous meeting for each Committee member to bring an idea regarding flexible hours for exempt employees. There was discussion among the Committee members and attendees regarding flexible hours. It was the consensus of the Committee for Hinze to present a draft policy based on the suggestions provided for discussion at the next meeting.

Hinze read Policy #121- Performance Evaluations and explained the evaluation process and where the instructions are located. Greshay expressed concerns that the evaluation is antiquated with redundant questions. Hinze stated that revisions to the evaluation form had already begun for 2020 and a draft will be brought to the Committee. There was also discussion regarding employee recourse if an employee disagreed with an evaluation or felt discriminated.

Bell requested the ability to establish a pool of Nutrition Site Managers to float to different sites in order to provide continued services in the event a regularly scheduled Nutrition Site Manager is unavailable.

Motion by Sheahan-Malloy to approve creating a pool of Nutrition Site Manager positions for the Human Services and Health Department. Second by Greshay. Motion carried by unanimous vote.

Hinze stated that due to an upcoming retirement of the Communications Technician position in the Sheriff's Office and due to the unique niche of the position, a Job Description Questionnaire and job description were sent to Carlson Dettmann to determine labor grade placement in relationship to the position as well as the market. Carlson Dettmann determined the position was correctly placed on Grade Six (6) based on the job description; however, recommended placement of the Communications Technician on the Dodge County Compensation Plan at Grade Seven (7) due to market.

Motion by Schmidt to approve placement of the Communications Technician position into the Dodge County Compensation Plan at Grade Seven (7). Second by Hilbert. Motion carried by unanimous vote.

Hinze presented a request for out-of-state travel to Schaumburg, Illinois for a Kronos User Group Meeting on May 22, 2019. Hinze outlined the Kronos agenda and stated there is no cost to attend and will inquire if the Clearview van is available to use for transportation. Hinze indicated that this request was already brought before the Executive Committee and was approved.

Motion by Greshay to approve the out-of-state travel request for the Human Resources Director to the Kronos User Group Meeting on May 22, 2019. Second by Schmidt. Motion carried by unanimous vote.

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

One (1) Building Maintenance Technician	Highway
One (1) Administrative Secretary III	Human Services
One (1) Nutrition Site Manager	Human Services
One (1) RN Case Manager – CCS and CSP Programs	Human Services
One (1) Social Worker I, II, Senior – CPS Investigator Intake	Human Services
One (1) Deputy Sheriff	Sheriff
One (1) Transport Officer – Occasional	Sheriff

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. Motion carried by unanimous vote.

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

STEP INCREASE – UNION – None. NEW HIRE – UNION – Martin S. Keberlein, Deputy Sheriff Patrol, Sheriff, \$29.33, SSU04, ST01, 04/29/2019. RECLASSIFICATION – UNION – Chad Haase, Deputy Sheriff Patrol, Sheriff, \$32.44, SSU04, ST6M54 voluntary demotion, 04/02/2019. APPOINTED OFFICIAL - Jeffrey C. Duchac, Broadband Workgroup, County Board,

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\$50.00/meeting, CB01, ST N/A, 04/16/2019. NEW HIRE – Beth A. Narr, Office Manager, Highway, \$33.63, DC11, ST01, 04/24/2019; Bailey R. Greiber, Social Worker I CPS Invest. Intake, Human Services, \$22.89, DC06, ST01, 06/03/2019; Jade E. Van Buren, Social Worker I CPS, Human Services, \$22.89, DC06, ST01, 06/03/2019. LIMITED TERM/SEASONAL NEW HIRE – Sarah Marks, Land and Water Conservation Intern, L&W Conservation, \$10.00, MSC19, ST01, 05/14/2019; Heather Rynearson, 4H Summer Intern, UW Extension, \$10.00, MSC19, ST/YR01, 05/20/2019. LIMITED TERM/SEASONAL RE-HIRE - Sydney Hintz, Highway Seasonal, Highway, \$12.50, MSC08, ST/YR02, 05/20/2019, Karissa M. Marquardt, Highway Seasonal, Highway, \$12.75, MSC08, ST/YR03, 05/20/2019, Joseph Schaefer, Trail Caretaker, LR&P, \$12.75, PKC06, ST/YR03, 04/15/2019. REHIRE – None RECLASSIFICATION – Elaine L. DeBlare, Transportation Coordinator, Human Services, \$16.46, DC03, ST01 change in start date, 04/10/2019; Vicky Farley, Customer Service Support Specialist Admn, Human Services, \$15.46, DC02, ST04 voluntary demotion, 04/10/2019; Robert Griesel, Dementia Care Specialist II, Human Services, \$25.05, DC07, ST01 progression, 03/20/2019; Laura E. Martin, Economic Support Specialist II, Human Services, \$20.75, DC05, ST01 progression, 04/16/2019. WAGE INCREASES–

APRIL 2019 STEP INCREASES

Emp No.	First Name	Last Name	Position Code	Location	New		Effect Date
					Step	Rate	
17087	Donald	Davidson	SOCorrOff	2061 Jail	Max	\$ 26.98	03/02/19
10317	David	Braunschweig	LCWaterProjTec	7001 Land Conservati	5	\$ 29.73	04/01/19
10340	Yvonne	Hopkins	HSEcSprtSpec2	5055 Economic Suppor	5	\$ 23.05	04/01/19
36011	Suzanne	Reissmann	SOCCommSerg	2056 Radio Communica	5	\$ 31.50	04/02/19
23358	Jennifer	Weich	SOCorrOff	2061 Jail	Max	\$ 26.98	04/03/19
42300	Holly	Buchda	SOCCommOff	2056 Radio Communica	5	\$ 26.36	04/04/19
23657	Melissa	Zarczynski	HSSW3YouthJust	5006 Social Service	5	\$ 29.11	04/05/19
42150	Jodi	Zitlow	SODepSecCrimIn	2031 Criminal Invest	5	\$ 20.68	04/05/19
20039	Michael	Garbalagtys	SOCorrOff	2061 Jail	Max	\$ 26.98	04/06/19
25383	Darrel	Schliewe	SOCorrOff	2061 Jail	Max	\$ 26.98	04/06/19
50229	Joshua	Schuett	SOCorrOff	2061 Jail	2	\$ 21.31	04/06/19
32106	Brian	Field	HWDIr	3111 Highway Adminis	5	\$ 53.40	04/07/19
23430	Jodi	Apel	SOCorrOffWorkR	2062 Work Release	5	\$ 26.96	04/09/19
23437	Mark	Goetsch	SOCorrOff	2061 Jail	5	\$ 26.96	04/09/19
23433	Curtis	Knoll	SOCorrOff	2061 Jail	5	\$ 26.97	04/09/19
50061	Dalys	Hohmann	HSEconSprtAide	5055 Economic Suppor	2	\$ 14.69	04/10/19
10320	Carrie	Bunker	HSAcctClk3	4852 US-Financial Ad	5	\$ 21.32	04/11/19
49444	Travis	Nickels	ITTechServSpec	1801 Information Tec	3	\$ 26.40	04/11/19
21927	Shane	VanLoenen	ITNetwrkAdmin	1801 Information Tec	5	\$ 37.83	04/13/19
46790	Dawn	Lokken	ITTechSevLead	1801 Information Tec	5	\$ 30.14	04/14/19
50180	Laura	Martin	HSEcSprtSpec1	5055 Economic Suppor	2	\$ 19.10	04/16/19
50068	Amy	Castellion	PFCust2	1911 Maintenance Adm	3	\$ 15.07	04/17/19
49446	Curtis	Hawkinson	ITTechServSpec	1801 Information Tec	3	\$ 26.40	04/18/19
36843	Ann	Falkinham	HSRNCMComSprt	4807 MI-Comprh Commu	5	\$ 32.37	04/22/19
10321	Diane	LaLonde	HSSW3JvCtOngo	5006 Social Service	5	\$ 33.44	04/22/19
50235	Randi	Gonzalez	HSCoun1ChildDi	4831 DD-Autism Child	2	\$ 21.31	04/23/19
49275	Jasen	Wendt	HWEquipOpWest	3111 Highway Adminis	5	\$ 23.86	04/25/19
37975	Robbie	Weinfurter	SOSergPat37.5	2021 Traffic Patrol	Max	\$ 34.70	04/28/19
49990	Jamie	Beckwith	FNPurchAgent	1301 Finance	2	\$ 30.14	04/30/19
50231	Joseph	Terrell	VSVetBenSpec	5302 Veterans Servic	2	\$ 21.31	04/16/19

Mindemann presented a paid Medical Leave of Absence request from 04/07/2019 through 04/15/2019 for consideration for an employee of Register in Probate. Mindemann verified that

Human Resources has supporting medical documentation; however, noted it did not meet criteria under State or Federal FMLA.

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

Mindemann presented an unpaid General Leave of Absence request from 04/14/2019 through 04/24/2019 for consideration for an employee of the Human Services and Health Department to extend bereavement.

Motion by Greshay to approve the unpaid General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Sheahan-Malloy. 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 regarding the employee grievance stating that the lawyers are in discussions and noted that if the grievance goes to hearing, the Independent Hearing Officer (IHO) will be requesting paper submission.
- c) Hinze provided an update regarding the Human Resource role in the ERP project.
- d) Hinze provided an update regarding the Finance Director recruitment and shared the recruitment timeline.
- e) Hinze provided an update regarding the Office Manager and Account Technician recruitment.
- f) Hinze provided a summary of services provided by the current Employee Assistance Program (EAP) through Agnesian. Hinze indicated that no other EAP has been considered and that there are more robust programs available providing additional services and options for employees. Hinze stated she would like to pursue a Request for Proposal (RFP) for EAP service providers.

Future Agenda Items: Flex time policy for Exempt employees, Paid Time Off, county-wide shift differential, RFP for Compensation Study, RFP for Employee Assistance Program, joint meeting with Finance to discuss 2020 Cost of Living for budgetary purposes, and evaluations.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, May 21, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building **and Tuesday, June 4, 2019 at 10:30 a.m.** which will be held in room 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 1:12 p.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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

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May 21, 2019

PERSONNEL REQUISITION REQUESTS

None.

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

Jenny Cox	Human Services	05/03/2019-11/03/2019
To care for child	General Unpaid	

PERSONNEL CHANGES:

NEW HIRE – UNION

None.

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

William J. Pansier	Sergeant – Patrol	Sheriff
\$32.07 (+\$0.52)	SSU08, ST04	04/29/2019

STEP INCREASE – UNION

None.

ANNUAL WAGE INCREASE

None.

APPOINTED OFFICIAL

None.

NEW HIRE

None.

LIMITED TERM/SEASONAL NEW HIRE

Elizabeth Diels	Highway Seasonal	Highway
\$12.25	MSC08, ST/YR01	05/20/2019
Paige Diels	Highway Seasonal	Highway
\$12.25	MSC08, ST/YR01	05/20/2019
Joseph Huber	Highway Seasonal	Highway
\$12.25	MSC08, ST/YR01	06/10/2019
Zachariah Yuenger	Highway Seasonal	Highway
\$12.25	MSC08, ST/YR01	06/03/2019

LIMITED TERM/SEASONAL RE-HIRE

Nancy S. Sage	Park Attendant – Harnischfeger Park	LR&P
\$13.00	PKA13, ST/YR03	05/14/2019

RE-HIRE

None.

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RECLASSIFICATION

Robbie J. Weinfurter
\$36.44 (+\$1.74)

Lieutenant – Patrol
DC10, ST05

Sheriff
04/29/2019

ORIENTATION PERIOD REPORTS

Brian Butterbrodt

First Report

Highway

Chris Justmann

First Report

Highway

Tyler Neevel

First Report

Highway

Jodi Goodman

First Report

Human Services

Lisa Hoffman

First Report

Human Services

Melissa Zarczynski

First Report

Human Services

Jenny Cox

Second Report

Human Services

Hayley Damrow

Second Report

Human Services

Emily Johnson

Second Report

Human Services

Shelby Weber-Dutzle

Second Report

Human Services