

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, May 21, 2019 at 9:30 a.m. in meeting room 1F&G 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; Christine Churchill, Director of Communications/Support Services; Brian Loos, Lieutenant Patrol; Dustin Beck, Deputy Jail Administrator; Anthony Brugger, Jail Administrator; Kim Nass, Corporation Counsel; Robert Barrington, Managing Attorney; Lynn Hron, Clerk of Courts; Karen Gibson, County Clerk; Patti Hilker, Treasurer.

Meeting called to order by Marsik at 9:30 a.m.

Roll call was taken. All members present.

There were no Non-Committee member County Board Supervisors in attendance.

Marsik asked if anyone present had any public comments. None

Sheahan-Malloy indicated an amendment was needed to the vote regarding the motion to approve placement of the Communications Technician position into the Dodge County Compensation Plan at Grade Seven (7) noting that Greshay voted, "No".

Motion by Hilbert to approve the amended regular session minutes of the May 8, 2019 meeting of the Human Resources and Labor Negotiations Committee. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze distributed a draft Exempt Status Flex Time policy as well as a more clearly defined Clearview policy. There was discussion among Committee members regarding pursuing a policy now or postponing the discussion to include with a potential future Paid Time Off (PTO) policy. It was the consensus of the majority of the Committee members to postpone until future discussions regarding PTO.

Hinze issued a draft policy regarding changes to shift differential for all departments excluding Sheriff Sworn Union. Hinze stated that she met with all of the affected department heads and received only positive feedback. It was the consensus of the Committee to build the 2020 Budget based on the draft shift differential policy. Hinze stated that a final draft will be brought to the Committee upon budget approval.

Hinze stated it was requested to include Policy #121 – Performance Evaluations and the Dodge County evaluation instructions on the agenda. Hinze stated that the one of issues with the recent evaluation concern was that the evaluation instructions were not followed and the employee had

not given management or Human Resources to discuss the concerns. Hinze noted that a discussion has taken place and is in the process of attempting to resolve the employee's concerns. Hinze stated that at this time the evaluation is not finalized. There was discussion by Committee members regarding policies and operations.

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

One (1) Customer Service Support Specialist	Human Services
One (1) Economic Support Specialist	Human Services

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

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – William J. Pansier, Sergeant – Patrol, Sheriff, \$32.07, SSU08, ST04, 04/29/2019. APPOINTED OFFICIAL - Jeffrey C. Duchac, Broadband Workgroup, County Board, \$50.00/meeting, CB01, STN/A, 04/16/2019. 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. REHIRE – None RECLASSIFICATION – Robbie J. Weinfurter, Lieutenant – Patrol, Sheriff, \$36.44, DC10, ST05, 04/29/2019. WAGE INCREASES– None.

Mindemann presented an intermittent unpaid General Leave of Absence request from 05/03/2019 through 11/03/2019 for consideration for an employee Human Services and Health to care for a minor child. Mindemann verified that Human Resources has supporting medical documentation; however, noted that the employee does not meet State or Federal FMLA criteria due to being employed less than twelve months.

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

Mindemann presented an unpaid reduced hours Medical Leave of Absence from 05/09/2019 through 06/10/2019 for consideration for an employee of the Human Services and Health Department. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the unpaid intermittent 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.

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 attorneys are still in discussions.

Future Agenda Items: Paid Time Off, Request For Proposal (RFP) for Compensation Study, RFP for Employee Assistance Program, and Sheriff Sworn negotiations.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **joint meeting with Finance Committee on Tuesday, June 4, 2019 at 10:30 a.m.** which will be held in rooms 1H &I of the Administration Building and regular meeting on **Tuesday, June 18, 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 10:55 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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

CLEARVIEW

POLICY REGARDING:

Work Arrival / Departure

POLICY#: 8004

PROPONENT: Administration

APPROVED BY: Gary Luchini

EFFECTIVE DATE: Reformatted 09/19/2003

POLICY SUPERSEDED: WORK ARRIVAL/DEPARTURE (10/29/91)

- A. Employees are paid for the exact time between punch in and punch out. Employees are paid for time before the shift begins and after the shift ends.
- B. Employees may punch in up to five (5) minutes before the shift begins.
- C. Employees may punch out within five (5) minutes before and five (5) minutes after the end of the shift.
- D. The maximum overtime allowed without prior approval is ten (10) minutes for a full shift (five (5) minutes before the shift and (5) minutes after the shift).
- E. Employees who work less than the full shift are paid only for the time worked between punch in and punch out.
 - (1.) Employees who punch in exactly when the shift begins and punch out five (5) minutes before the end of the shift receive pay for five (5) minutes less than the normal shift.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE
June 04, 2019

PERSONNEL REQUISITION REQUESTS

One (1) Mechanic	Highway
Three (3) Customer Services Support Specialist (3 requisitions)	Human Services
One (1) Imaging Technician Intern	LR&P
One (1) Deputy Secretary	Sheriff
Two (2) Temporary Clerical (1 requisition)	Treasurer

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

None.

PERSONNEL CHANGES:

NEW HIRE – UNION

David J. Trevarthen	Deputy Sheriff Patrol	Sheriff
\$29.33	SSU04, ST01	05/29/2019

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

STEP INCREASE – UNION

None.

ANNUAL WAGE INCREASE

None.

APPOINTED OFFICIAL

None.

NEW HIRE

None.

LIMITED TERM/SEASONAL NEW HIRE

Greg M. Douthwaite	Park Attendant – Derge Park	LR&P
\$12.50	PKA13, ST/YR01	05/23/2019

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

None.

RECLASSIFICATION

Keli E. Ooms	Sr. Social Worker Juvenile Court Ongoing	Human Services
\$27.20 (+\$2.15)	DC08, ST01	05/03/2019

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – June 04, 2019

ORIENTATION PERIOD REPORTS

Stephanie Ohms	First Report	Human Services
Kole Weber	First Report	Sheriff
Emily Worth	Second Report	Human Services
Kole Weber	Second Report	Sheriff
Alek Schultz	Final Report	Sheriff

MAY 2019 STEP INCREASES

Emp No.	First Name	Last Name	Position Code	Location	New		Effect Date
					Step	Rate	
18963	Jason	Hundt	SODepJailAdmin	2061 Jail	5	\$ 37.28	04/30/2019
50021	Wendy	Gubin	HRAst	901 Human Resources	3	\$ 21.87	05/01/2019
48642	Keli	Ooms	HSSW2JvCtOngo	5006 Social Service	2	\$ 25.73	05/04/2019
32267	Christine	Churchill	SODirComm	2056 Radio Communica	5	\$ 37.72	05/04/2019
19779	Shelby	Miller	CKChiefDep	1201 County Clerk	5	\$ 23.22	05/05/2019
50247	Kayla	Seely	SOCCommOff	2056 Radio Communica	5	\$ 23.05	05/09/2019
49723	Pamela	Uecke-Tinsley	SOCCommOff	2056 Radio Communica	5	\$ 23.57	05/09/2019
32896	Nicole	Streblow	ITTechSupSpec	1801 Information Tec	4	\$ 22.43	05/10/2019
32724	Michael	Bosak	PFMaint2	1911 Maintenance Adm	3	\$ 19.60	05/12/2019
26150	Brian	Otto	HWEquipOpEast	3111 Highway Adminis	5	\$ 25.50	05/15/2019
50147	Nicole	Witek	HSCoun2CMgrCCS	4807 MI-Comprh Commu	2	\$ 23.51	05/16/2019
28672	Karen	Gonzalez	HSSW2CPSIntake	5001 Intake Unit	4	\$ 27.08	05/16/2019
30824	Lina	Rooney	HSRNPubHlth	4001 Public Health N	5	\$ 34.56	05/17/2019
10382	John	Bohonek	LCDir	7001 Land Conservati	4	\$ 36.36	05/17/2019
50245	Sandra	Milfred	HRRecrtBenAsst	901 Human Resources	3	\$ 21.87	05/21/2019
50084	Ashley	Neerland	SOCorrOff	2061 Jail	2	\$ 21.31	05/22/2019
26204	Christine	Shanahan	HSCoun3ChildDi	4831 DD-Autism Child	5	\$ 31.84	05/23/2019
41091	Jerome	Doornek	SOCorrOff	2061 Jail	5	\$ 25.82	05/24/2019
37010	Gillian	Kohlhoff	HSSW2CPSIntake	5001 Intake Unit	5	\$ 28.80	05/24/2019
41060	Stephen	Pett	HWOpSuper	3111 Highway Adminis	5	\$ 37.74	05/25/2019
48276	James	Kirchner	PFMaintMech	1911 Maintenance Adm	4	\$ 24.75	05/26/2019
47003	James	Jahn	HWUtilTrkDrWes	3111 Highway Adminis	5	\$ 21.39	05/27/2019
19365	David	Zirbel	SOAdmnSuppCoor	2056 Radio Communica	5	\$ 29.09	05/27/2019
47081	Bonnie	Backhaus	CCRecp	701 Clerk of Courts	3	\$ 17.35	05/29/2019
50230	Kristopher	Pasewald	LRLdUseSan1	7801 Planning & Deve	2	\$ 23.51	05/29/2019
38262	Tracy	Barilani	HSCoun3ComSprt	4807 MI-Comprh Commu	5	\$ 28.03	05/30/2019
48278	Andrew	Miller	VSDir	5302 Veterans Servic	4	\$ 34.04	05/31/2019