

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

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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 regrading 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:

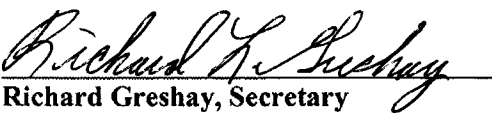
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- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations and terminations.
- b) Hinze provided an update regarding the employee grievance stating that the attorneys are still in discussions.

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.