

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 4, 2019 at 10:30 a.m. in meeting room 1H&I located on the first floor of the Administration Building after recess from the Joint Meeting with the Finance Committee.

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; John Bohonek, County Conservationist; Patti Hilker, Treasurer; Dale Schmidt, Sheriff; Dustin Beck, Deputy Jail Administrator; Jason Hundt, Deputy Jail Administrator; Amy Nehls, Emergency Management Director; Michelle Kenning, Clerk of Courts Office Manager; Andrew Miler, Veteran's Services Officer Bill Ehlenbeck, Land Resources and Parks Director; Kim Nass, Corporation Counsel; Karen Gibson, County Clerk; Kathy Vergenz, public; Russell Kottke, County Board Chairman.

Joint Meeting with the Finance Committee

Meeting resumed by Marsik at 11:20 a.m.

Roll call was taken. All members present.

The Finance Committee meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:02 a.m.

Members present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Non-Committee Member County Board Chairman, Russell Kottke was in attendance but declined payment.

There was no public comment.

Human Resources Director Sarah Hinze provided an oral report to the Committee regarding the 2020 wage adjustment to the Dodge County Compensation Plan for budgeting purposes, and adjustment to the overall Compensation Plan structure. Hinze presented information regarding the history of the compensation plan, including Wisconsin Employee Relations Commission (WERC) Consumer Price Index (CPI). Hinze indicated that the proposed 2020 compensation for budgeting purposes only, includes a 3% Cost of Living Adjustment (COLA) to all steps of the compensation structure, effective January 1, 2020, a step increase of 2.5% on July 1, 2020 for a score of 2 or more on evaluations, for Steps 1-3 and a Merit increase of average of 1.5% for budgeting purposes for employees at step 4 and those whose wage falls within the open merit range. This does not include Elected Officials or Sworn Union.

The Committees' continued with a discussion on how the proposed 2020 wage adjustment to the Dodge County Compensation Plan will affect the 2020 budget process. Motion by Greshay, seconded by Marsik to approve, for budget purposes only, a 3% Cost of Living (COLA)

increase, and July 1st as the common date for Step or Merit increases. Motion carried. Motion by Caine, seconded by Schaefer to approve, for budget purposes only, a 3% Cost of Living (COLA) increase on January 1, 2020, and July 1st as the common date for Step or Merit increases. Motion carried 4-1. Guckenberger opposed.

The Committees' continued with a discussion on the 2020 Health Insurance premiums. County Administrator Jim Mielke commented that per the Dean Health contract, the 2020 Health Insurance premium increase is capped at 7.5%, and the specific premium increase is unknown at this time. Motion by Guckenberger, seconded by Schaefer to approve, for budget purposes only, the maximum 2020 Health Insurance premium increase of 7.5%. Motion carried. Motion by Greshay, seconded by Marsik to approve, for budget purposes only, the maximum 2020 Health Insurance premium increase of 7.5%. Motion carried.

There was no discussion on the 2020 Dental Insurance Premiums. Motion by Greshay, seconded by Schmidt, to approve no increase to the 2020 Dental Insurance premiums. Motion carried. Motion by Benter, seconded by Caine to approve no increase to the 2020 Dental Insurance premiums. Motion carried.

The Committees' continued with a discussion on the Health Savings Account (HSA) Employer Contributions options proposed for the year 2020.

Motion by Greshay, seconded by Sheahan-Malloy to fund the HSA at the current contribution of \$2,000 for family coverage, and \$1,000 for single coverage. Motion carried. Motion by Caine, seconded by Schaefer to fund the HSA at the current contribution of \$2,000 for family coverage, and \$1,000 for single coverage. Motion carried. The Human Resources and Labor Negotiations Committee will determine the best option for the contributions.

Chairman Marsik adjourned the joint Human Resources and Labor Negotiations Committee and Finance Committee meeting at 11:40 a.m.

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

Mielke presented a request for authority to extend a contingent offer of employment for the Finance Director position above Step Four (4) at a salary not to exceed \$115,000.

Motion by Greshay to authorize a contingent offer of employment for the Finance Director position above Step Four (4) at a salary not to exceed \$115,000. Second by Hilbert. Motion carried by unanimous vote.

Hinze inquired if the Committee would support a resolution to the County Board to extend the Post Employment Health Plan (PEHP) through December 31, 2022. Hinze indicated that a resolution would be brought to the next Committee meeting for consideration.

Motion by Greshay to draft a resolution for consideration at the next Committee meeting to extend the Post Employment Health Plan (PEHP) through December 31, 2022. Second by Schmidt. Motion carried by unanimous vote.

Wilson and Firari presented a request to change the timekeeping methodology at Clearview under Policy #8004 Work Arrival/Departure. Currently employees are paid for every minute and the request is to implement a seven (7) minute rounding rule, as utilized by the rest of the County. Once Kronos has been reconfigured a new policy will be brought back to the Committee for consideration.

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Motion by Sheahan-Malloy to approve the request to begin Kronos reconfigurations to change the timekeeping methodology at Clearview under Policy #8004-Work Arrival/Departure to a seven (7) minute rounding rule. Second by Greshay. Motion carried by unanimous vote.

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

One (1) Limited Term Employee	Child Support
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

Motion by Greshay to approve the Child Support LTE position. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Motion by Schmidt to approve the Highway Mechanic position. Second by Hilbert. Motion carried by unanimous vote.

Motion by Sheahan-Malloy to approve the three (3) Human Services Customer Service Support Specialist positions. Second by Greshay. Motion carried by unanimous vote.

Motion by Schmidt to approve the LR&P Imaging Technician Intern position. Second by Hilbert. Motion carried by unanimous vote.

Motion by Greshay to approve the Sheriff Deputy Secretary position. Second by Schmidt. Motion carried by vote of 4-1 with Sheahan-Malloy opposing.

Motion by Schmidt to approve the two (2) temporary Treasurer Clerical positions. Second by Hilbert. 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 May 2019.

STEP INCREASE – UNION – None. NEW HIRE – UNION – David J. Trevarthen, Deputy Sheriff Patrol, Sheriff, \$29.33, SSU04, ST01, 05/29/2019. RECLASSIFICATION – UNION – 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. REHIRE – None. RECLASSIFICATION – Keli E. Ooms, Sr. Social Worker Juvenile Court Ongoing, Human Services, \$27.20, DC08, ST01, 05/03/2019. WAGE INCREASES–

MAY 2019 STEP INCREASES

Emp No.	First Name	Last Name	Position Code	Location	New Step	New Pay Rate	Effect Date
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	CCRcp	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

The Committee reviewed the Orientation Period Reports as presented.

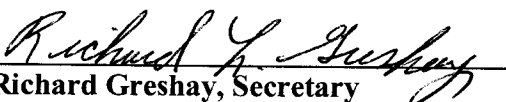
HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations and terminations.
- b) Hinze stated there are no new updates regarding the employee grievance stating that the lawyers are continuing discussions.
- c) Hinze stated that the Dodge County Sworn Union Local 120 has requested to begin negotiations. There was discussion regarding Committee participation. Hinze stated she would contact the County's Labor Attorney to initiate the process.

Future Agenda Items: Report of 2019 Employee Terminations with Health Savings Account, Paid Time Off, RFP for Compensation Study, RFP for Employee Assistance Program, Whistleblower Policy, and closed session to discuss evaluations.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, June 18, 2019 at 9:30 a.m. and Tuesday, July 2, 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 12:23 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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