

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 18, 2019 at 9:30 a.m. in meeting room 4C located on the fourth 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; Russell Freber, Physical Facilities Director; Kim Nass, Corporation Counsel; Cathy Houchin, County Board Supervisor.

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

Roll call was taken. All members present.

Non-Committee Member County Board Supervisor, Cathy Houchin was in attendance and accepted payment.

Marsik asked if anyone present had any public comments. There were none.

Motion by Greshay to approve the regular session minutes of the June 4, 2019 meeting of the Human Resources and Labor Negotiations Committee and the joint minutes of the June 4, 2019 meeting with the Finance Committee. Second by Hilbert. Motion carried by unanimous vote.

Bell explained the request for the Elder/Disability Benefit Specialist I, II, or III position. Hinze indicated that a Job Description Questionnaire (JDQ) and job description for the Elder/Disability Benefit Specialist I, II, or III were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Compensation Plan: Level I at Grade Five (5), Level II at Six (6), and Level III Seven (7), respectively.

Motion by Sheahan-Malloy to approve placement of the Elder/Disability Benefit Specialist I, II, or III position into the Dodge County Compensation Plan at Grade Five (5), Six (6), and Seven (7), respectively. Second by Greshay. Motion carried by unanimous vote.

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

One (1) Community Education Coordinator L.T.E.

Human Services

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

Hinze presented a request for sick leave donations for a Clerk of Courts employee who has submitted a leave request for July 25, 2019-August 25, 2019. Hinze explained that the employee must use all available time off first.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by unanimous vote.

Hinze presented a resolution for consideration to extend the Post Employment Health Plan (PEHP) through December 31, 2022. Hinze inquired if the Committee would like any specific information to provide in the packet to the County Board Supervisors. Discussion took place regarding the timing of the resolution and additional information.

Motion by Schmidt to accept the resolution to extend the Post Employment Health Plan (PEHP) through December 31, 2022 for consideration by the County Board of Supervisors. Second by Greshay. Motion carried by unanimous vote. All members signed the resolution.

Hinze provided a draft of the Performance Evaluation Form for 2020 stating that the revised form is an effort to streamline, remove redundancies, and make it less complicated to complete. Hinze reviewed the changes and asked for suggestions; there were no suggestions. Hinze stated that after reviewing with Management Council she would bring the final draft to the next Committee meeting.

Hinze provided a report regarding 2019 funding of the Health Savings Account (HSA) for active employees including funding options for 2020-2022. There was discussion regarding the HSA options.

Motion by Sheahan-Malloy to establish funding for the employee Health Savings Account for eligible, active employees as \$1000 for single coverage and \$2000 for family coverage for full-time employees (prorated for part-time employees) based on eligibility as of the first of each year with distribution of the funds as follows: 2020 - Quarterly; 2021 – Monthly; 2022 – Biweekly. Employees eligible after the first of the year will receive only the biweekly distribution amount. Second by Hilbert. Motion carried by vote of 4-1 with Greshay opposing.

Mindemann presented a 2018 Worker's Compensation Claims Report and answered questions. Hinze explained how the worker's compensation claims are funded.

Hinze provided and read the Wisconsin State Statue regarding whistleblowers. Hinze stated she polled other counties and municipalities and only one county responded as having a separate whistleblower policy; the other respondents indicated they follow the State law, which Dodge County has under the Harassment Policy. It was the consensus of the Committee to review and include as a future agenda item.

Mindemann presented an unpaid General Leave of Absence request from 05/13/2019 through 05/24/2019 for consideration for an employee of the Highway Department to assist with an ill family member out of state. Mindemann indicated that the employee and the relationship did not qualify for State or Federal Family and Medical Leave and no medical documentation was provided.

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 Hilbert. Motion carried by unanimous vote.

Mindemann presented an unpaid intermitted General Leave of Absence request from 06/10/2019 through 12/07/2019 for up to eight (8) hours per week for consideration for an employee of the Human Services and Health Department who has exhausted all other available leave. Mindemann stated that supporting medical documentation has been received.

Motion by Greshay to approve the unpaid intermittent General 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 Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Kelly J. Swan, Financial Assistant – L.T.E., Child Support, \$23.06, MSC06, ST01, 06/06/2019; Lisa M. Glaznap, Account Technician, Highway, \$21.87, DC05, ST03, 06/17/2019; Morgan A. Leistekow, ADR Specialist I, Human Services, \$20.75, DC05, ST01, 06/24/2019; Katie Maly, Customer Service Support Specialist, Human Services, \$14.30, DC02, ST01, 06/03/2019; Hannah M. Rohlinger, Customer Serv. Supp. Spec. – Aging , Human Services, \$14.30, DC02, ST01, 06/20/2019; Summer Alvarado, Transportation Driver, Human Services, \$12.65, MSC17, ST01, 06/24/2019; William E. Benedon, Transportation Driver, Human Services, \$12.65, MSC17, ST01, 06/17/2019; Ryan Schneider, Transport Officer Occasional, Sheriff, \$19.00, MSC37, ST01, 06/17/2019. LIMITED TERM/SEASONAL NEW HIRE – Jamie R. Addison, Imaging Technician Intern, LR&P, \$10.00, MSC19, ST N/A, 06/03/2019; Brady Rouse, Park Caretaker Ledge Park, LR&P, \$12.25, PKC06, ST/YR01, 05/30/2019; Zachary W. Weiher, GIS Intern, LR&P; \$12.00, MSC19, ST01YR01, 05/29/2019. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Beverly L. Behm, Customer Serv. Supp. Spec. – Admn. Human Services, \$17.77, DC02, ST05, 06/20/2019. WAGE INCREASES – None.

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 Dodge County labor attorney, Kyle Gulya, will be present for the July 2nd Committee meeting to begin discussions and to answer questions regarding upcoming negotiations with Dodge County Sworn Union Local 120.

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that for the purpose of discussing the performance of a specific department personnel; considering, financial, medical, social or personal histories or disciplinary data of specific persons; preliminary consideration of specific personnel problems except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, specifically, to review and discuss the role of Human Resources Department or other department managers in an employee's performance evaluation process. The meeting was closed pursuant to Section 19.85(1)(f) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 11:19 a.m.

Open Session:

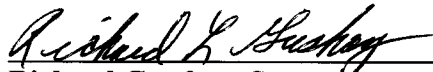
HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 06/18/2019

Motion by Greshay, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:34 p.m.

Future Agenda Items: Performance Evaluation Form, Whistleblower, Paid Time Off, Request For Proposal (RFP) for Compensation Study, RFP for Employee Assistance Program, Evaluation guidelines, and Financing Post Employment Health Plan.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, July 2, 2019 at 9:30 a. m. and Tuesday, July 16, 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 12:37 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, June 18, 2019 at 9:30 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

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

MEMBERS EXCUSED: None.


ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director.

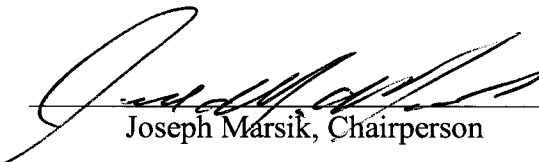
Roll call vote was taken.

Motion by Greshay, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that for the purpose of discussing the performance of a specific department personnel; considering, financial, medical, social or personal histories or disciplinary data of specific persons; preliminary consideration of specific personnel problems except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, specifically, to review and discuss the role of Human Resources Department or other department managers in an employee's performance evaluation process. The meeting was closed pursuant to Section 19.85(1)(f) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 11:19 a.m.

There was discussion regarding an employee performance evaluation and performance evaluation processes and responsibilities.

Motion by Greshay, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:34 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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