

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, July 2, 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; Rebecca Bell, Human Services and Health Director; John Bohonek, County Conservationist; Patti Hilker, Treasurer; Scott Mittelstadt, Chief Deputy; Kim Nass, Corporation Counsel; Donna Maly, County Board Supervisor; Cathy Houchin, County Board Supervisor; Jeff Berres, County Board Supervisor; Kyle Gulya, Dodge County Labor Attorney.

Meeting called to order by Marsik at 9:47 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. Supervisors Maly and Houchin accepted payment and Supervisor Berres arrived after roll call.

Marsik asked if anyone present had any public comments. Hinze read a letter from employee, Aaron Miller, regarding employer contributions to the Health Savings Account (HSA) in 2020.

Motion by Greshay to approve the open and closed session minutes of the June 18, 2019 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried by unanimous vote.

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

One (1) Finance Director – Clearview	Clearview
One (1) Finance Director	Finance
One (1) Utility II / Truck Driver	Highway
One (1) Customer Service Support Specialist	Human Services
One (1) Social Worker I, II or Senior – CPS	Human Services
One (1) Social Worker I, II or Senior – CPS Ongoing (2 req))	Human Services
One (1) Parks Supervisor	LR&P

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

Hinze presented a Personnel Requisition for a status change from part-time to full-time of one (1) Administrative Secretary III with Land and Water Conservation effective July 18, 2019 pending passing of the resolution by County Board on July 16, 2019.

Motion by Schmidt to approve the Personnel Requisition for a status change from part-time to full-time of one (1) Administrative Secretary III with Land and Water Conservation effective July 18, 2019 pending passing of the resolution by County Board on July 16, 2019. Second by Greshay. Motion carried by unanimous vote.

Hinze provided a draft of the proposed revised Performance Evaluation Form for 2020 indicating that it was presented to Management Council with a request for feedback. Hinze followed-up that one Department Head had a question on wording otherwise there was no other feedback other than they are appreciative of the condensed, more user-friendly version. Hinze verified that training will be provided. It was the consensus of the Committee to proceed with Kronos configuration. Once completed, Hinze will bring back the revised Performance Evaluation Form for final consideration.

Nass referenced information in the meeting packet regarding County Administrator authority per §59.18, Wis. Stats. and noted that resources are available through Wisconsin Counties Association (WCA) and UW-Extension for presentations. There was discussion regarding the statute. Nass clarified that the statutes are different depending on the elected official/department. The Committee requested Nass to research and present a question to the Attorney General. Nass indicated that she would be able to do so but would first need a specific question. Supervisor Schmidt indicated he would be willing to meet with Nass regarding a specific question to pose to the Attorney General.

Closed Session:

It was the consensus of the Committee to allow Supervisors Maly and Houchin to attend the closed session meeting. Marsik reminded all attendees of confidentiality.

Roll call vote was taken.

Motion by Schmidt, second by Sheahan-Malloy to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, namely, developing negotiation strategies for collective bargaining. The meeting was closed pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:47 a.m.

Open Session:

Motion by Sheahan-Malloy, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:13 p.m.

Hinze presented a request for sick leave donations for a Highway Department employee who has submitted a leave request with supporting medical documentation for June 24, 2019 - September 23, 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 Schmidt. Motion carried by unanimous vote.

Hinze explained that between open positions and leave of absences the Highway Department is experiencing staffing challenges specifically regarding the Mechanic position. Hinze stated that she reached out to Carlson Dettmann for mechanic market information including the control points of neighboring counties. Hinze stated that in collaboration with the Highway Commissioner, Brian Field, they are requesting approval to authorize advertising a starting wage range of \$23.51-\$26.48/hr with anything above \$26.48/hr requiring special approval from the Committee. Hinze also noted that the Highway Committee requested a cost/benefit analysis for outsourcing some services.

Motion by Greshay to authorize advertising a starting wage range for mechanics in the Highway Department of \$23.51-\$26.48/hr with anything above \$26.48/hr requiring special approval from the Committee. Second by Hilbert. Motion carried by unanimous vote.

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Hinze read a letter from Randy Woock, Equipment Operator, with the Highway Department requesting consideration for a wage increase. The request failed due to lack of a motion.

Hinze stated that she received one (1) whistleblower policy from another county. Hinze stated that per the request of the Committee, a draft policy was created. Hinze distributed a copy of the policy and read it aloud. There was discussion regarding the necessity of the policy. It was the consensus of the Committee that a whistleblower policy was not required as it is covered under statute.

Mindemann presented a Medical Leave of Absence request from 09/16/2019 through 09/23/2019 for consideration for an employee of the Highway Department. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the 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 Salary, Wage, and Status changes as presented including a supplemental Kronos report for the automatically updated wage increases for June 2019.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Mathew S. Luke, Building Maintenance Technician, Highway, \$18.59, DC04, ST01, 06/24/2019; Melva Brown-Dring, Nutrition Site Manager-Randolph, Human Services, \$12.17, MSC15, ST01, 06/18/2019; Zachary D. Kuckkahn , Community Service Officer, Sheriff, \$15.00, MSC16, ST01, 06/25/2019; Dylan I. Ott, Community Service Officer, Sheriff, \$15.00, MSC16, ST01, 06/25/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None RECLASSIFICATION – Randi L. Gonzalez, Counselor II – Children w/Disabilities, Human Services, \$22.89, DC06, ST01 progression, 06/07/2019; Donald Matthews, Psychiatric Therapist II Outpatient, Human Services, \$32.97, DC09, Merit - temporary P.T., 06/06/2019. WAGE INCREASES–

JUNE 2019 STEP INCREASES

Emp No.	First Name	Last Name	Position Code	Location	New Step	New Pay Rate	Effect Date
26277	Sandra	Bird	CTJudAsst1	301 Circuit Court	5	\$ 21.63	05/27/2019
10414	Mary	Aplin	HSCour3ChildDi	4831 DD-Autism Child	5	\$ 31.84	06/01/2019
49735	Joshua	Paternoster	SOCommOff	2056 Radio Communica	5	\$ 23.05	06/01/2019
48264	Pamela	Wiersma	CSSpecEnf2	5101 Child Support	2	\$ 21.31	06/01/2019
16369	David	Churchill	SOCorrOff	2061 Jail	Max	\$ 26.98	06/02/2019
26153	Kelly	Vujnovich	CCDep	701 Clerk of Courts	5	\$ 22.10	06/02/2019
23813	Kelly	Lepple	COSec	1701 Corporation Cou	5	\$ 25.43	06/05/2019
50254	Kelli	Mack	CSSpecEnf1	5101 Child Support	2	\$ 19.10	06/06/2019
48485	Lisa	Zimmer	HSAcctClk3	4852 US-Financial Ad	3	\$ 19.60	06/07/2019
34487	Peter	Thompson	HWAsstComm	3111 Highway Adminis	5	\$ 47.18	06/09/2019
25414	Nathan	Oison	LRPlanEcAd	7801 Planning & Deve	5	\$ 35.32	06/10/2019
50256	Heather	Helsell	HSEconSprtAide	5055 Economic Suppor	2	\$ 14.69	06/11/2019
50097	Paul	Young	HSPsychTher2MI	4801 MI-Outpatient S	2	\$ 30.14	06/12/2019
49742	Caivin	Grams	SOCorrOff	2061 Jail	4	\$ 22.43	06/15/2019
48080	Jason	Aivarado	HWCentLinOp	3111 Highway Adminis	3	\$ 21.87	06/17/2019
10486	Mark	Schwartz	SOJailSup	2061 Jail	5	\$ 33.44	06/17/2019
36302	Steven	Edwards	HSAudCompOff	4852 US-Financial Ad	5	\$ 26.62	06/18/2019
50264	Olivia	LeMieux	HSSW1CPSOngoin	5002 Children & Fami	2	\$ 23.51	06/18/2019
43354	Catherine	Schultz	HSEcSprtSpec2	5055 Economic Suppor	5	\$ 23.05	06/18/2019
50261	Kristin	Twardokus	HSAcctClk3	4852 US-Financial Ad	2	\$ 19.10	06/18/2019
10587	Lori	Lange	HSRNPubHith	4001 Public Health N	5	\$ 34.94	06/19/2019
49744	Suzanne	Bahis	HSEcSprtSpec2	5055 Economic Suppor	2	\$ 21.31	06/20/2019
48489	Wade	Osterholz	LRSrLdUseSan	7801 Planning & Deve	2	\$ 27.93	06/20/2019
33027	Christine	Kjomes	CKDep	1201 County Clerk	5	\$ 19.28	06/22/2019
10581	Kelly	McMillan	CCDep	701 Clerk of Courts	5	\$ 21.11	06/22/2019
29535	Dustin	Beck	SODepJailAdmin	2061 Jail	5	\$ 35.23	06/23/2019
35315	Matthew	Bublitz	SOJailSup	2061 Jail	5	\$ 30.43	06/23/2019
23456	Karen	Ferstl	HSHomFinAdv3CP	5002 Children & Fami	3	\$ 21.87	06/23/2019
23346	Donald	Matthews	HSPsychTher2MI	4801 MI-Outpatient S	5	\$ 33.79	06/24/2019
50111	Anne	Connors	HSFiscSprt	5086 Support Staff	5	\$ 32.60	06/24/2019
39012	Erica	Lemke	SOCommSerg	2056 Radio Communica	5	\$ 28.80	06/24/2019
50100	Sean	Bruss	SOCorrOff	2061 Jail	2	\$ 21.31	06/26/2019
50098	Jedd	McCormack	SOCorrOff	2061 Jail	2	\$ 21.31	06/26/2019
50106	Michael	Zuehike	SOCorrOff	2061 Jail	2	\$ 21.31	06/26/2019
42678	Kelly	Pheips	HSSW2CPSOngoin	5002 Children & Fami	5	\$ 28.10	06/27/2019

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations/terminations and read an email from Megan Firari, HR Specialist, regarding Clearview's resignations/terminations.
- b) Hinze stated that an update has not been received regarding the status of the grievance.
- c) Hinze stated that the Post Employment Health Plan Memorandum to the County Board was sent via email to the Committee. Hinze inquired if any members had changes or thoughts to the memorandum; there were no suggestions.

Future Agenda Items: Special session for Paid Time Off (PTO) discussion, RFP for Compensation Study, RFP for Employee Assistance Program, Benefit Wages.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, July 16, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building **and Tuesday, August 6, 2019 at 10:30 a.m.** which will be held in room 1H & I of the Administration Building and a special session for PTO **Tuesday July 9, 2019 at 9:30 a.m.** which will be held in room 1F & G of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:47 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, July 2, 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, Scott Mittelstadt, Chief Deputy; Donna Maly, County Board Supervisor; Cathy Houchin, County Board Supervisor; Kyle Gulya, Dodge County Labor Attorney

It was the consensus of the Committee to allow Supervisors Maly and Houchin to attend the closed session meeting. Marsik reminded all attendees of confidentiality.

Roll call vote was taken.

Motion by Schmidt, second by Sheahan-Malloy to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, namely, developing negotiation strategies for collective bargaining. The meeting was closed pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:47 a.m.

There was discussion regarding developing negotiation strategies for collective bargaining.

Motion by Sheahan-Malloy, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:13 p.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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July 16, 2019

PERSONNEL REQUISITION REQUESTS

One (1) Stock Clerk

Highway

Two (2) Utility II / Truck Driver (2 requisitions)

Highway

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

None.

PERSONNEL CHANGES:

NEW HIRE – UNION

None.

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

None.

ANNUAL WAGE INCREASE

None.

APPOINTED OFFICIAL

None.

NEW HIRE

Chrystal M. Begovatz
\$16.46

Administrative Secretary III
DC03, ST01

Sheriff
06/26/2019

Jessica D. Roque
\$14.30

Customer Service Support Specialist
DC02, ST01

Human Services
07/02/2019

Sarah A. Thomford
\$22.89

Social Worker I CPS – Investigator/Intake
DC06, ST01

Sheriff
07/08/2019

LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

None.

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RECLASSIFICATION

Olivia Gerritson \$20.75 (+\$0.00)	Community Education Coordinator DC05, ST01 temporary increase hours	Human Services through 12/31/2019
Hayley R. Damrow \$22.89 (+\$0.00)	Social Worker I – CPS DC06, ST01 transfer	Human Services 08/08/2019
Gillian T. Kohlhoff \$28.80 (+\$0.00)	Counselor III – Community Programs DC07, Merit transfer	Human Services 08/08/2019
Jade E. VanBuren \$22.89 (+\$0.00)	Social Worker I CPS - Investigator/Intake DC06, ST01 transfer	Human Services 08/08/2019

ORIENTATION PERIOD REPORTS

Beth Narr	First Report	Highway
Martin Keberlein	First Report	Sheriff
Brian Butterbrodt	Second Report	Highway
Chris Justmann	Second Report	Highway
Emily Johnson	Final Report	Human Services