

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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

MEMBER EXCUSED: Hilbert

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 9, 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; Phil McAleer, Assistant Physical Facilities Director; John Nehls, Lead Mechanic; Chad Enright, Captain; Brian Field, Highway Commissioner; John Bohonek, County Conservationist; William Ehlenbeck, Land Resources and Parks Director; Deanna Wilson, Clearview Executive Director; Megan Firari, Human Resources Specialist; Chris Planasch, Register of Deeds; PJ Schoebel, Medical Examiner; Lynn Hron, Clerk of Courts; Sheila Drays, HS Supervisor; Rebecca Bell, Human Services and Health Director; Karen Gibson, County Clerk; Amy Nehls, Emergency Management Director; Patti Hilker, Treasurer; Scott Mittelstadt, Chief Deputy; Tracy Malterer, Administrative Secretary III; Kim Nass, Corporation Counsel; Justin Reynolds, Information Technology Director.

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

Roll call was taken. All members present except Hilbert who was excused.

Marsik noted that no non-Committee member County Board Supervisors were present.

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

Hinze shared a PowerPoint regarding Paid Time Off (PTO) explaining what PTO is as well as the purpose and components of a PTO. Hinze also provided statistics and a sample PTO levels with multipliers derived from the average of multiple PTO policies to illustrate the difference between the current time off structure and a PTO. There was discussion regarding PTOs. The Committee requested additional information including: a draft/working document, a list of the components and decisions required, and a report of hourly rates combining wages and benefits by Pay Grade.

Future Agenda Items: Paid Time Off, Request for Proposal (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. and Tuesday, August 6, 2019 at 10:30 a.m.** which will be held in room 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:11 a.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

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 16, 2019 at 9:30 a.m. in meeting room 1H&I 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; Sheriff Dale Schmidt; Scott Mittelstadt, Chief Deputy; Jason Hundt, Deputy Jail Administrator; Dustin Beck, Deputy Jail Administrator; Megan Firari, Human Resources Specialist; Lynn Hron, Clerk of Courts; Deanna Wilson, Clearview Executive Director; Kim Nass, Corporation Counsel; Russell Freber, Physical Facilities Director; Amy Nehls, Emergency Management Director; Karen Gibson, County Clerk; James Wiersma, County employee.

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

Roll call was taken. All members present.

Marsik noted that no Non-Committee County Board Supervisors were present.

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

Motion by Schmidt to approve the open and closed session minutes of the July 2, 2019 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried without negative vote.

Nass distributed and reviewed a news release from the Office of the Attorney General dated July 15, 2019 regarding a new process for opinion requests. In addition, Nass provided proposed questions for review by the Committee to ensure they are correctly worded. Nass indicated she would like to handle the questions as a duo-path by sending them to the Wisconsin Counties Association and the Attorney General. Nass indicated that the Attorney General opinions are persuasive but not precedential and may take six months to one year for a response or may receive no response. Nass cautioned that there may be conflicting answers from the two entities. Nass recommended obtaining an endorsement from the Executive Committee. There were suggested changes to the questions. There were no other objections by the Committee to pursue as presented.

Sheriff Schmidt presented a request to consider a starting wage for a new hire in the Sheriff's Office for the Deputy Secretary position above Step 4 at \$18.89/hour due to education and direct experience. There was discussion regarding the job description, minimum requirements and the candidate's qualifications.

Motion by Hilbert to approve a starting wage of \$18.89/hour for a new Deputy Secretary in the Sheriff's Office and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried by vote of 4-1 with Sheahan-Malloy opposing.

Hinze presented a request for sick leave donation for a Highway employee who has an approved medical leave for twelve (12) weeks beginning June 24, 2019. Hinze explained that the employee will use all available time off prior to the donated sick time.

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 without negative vote.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 07/16/2019

Hinze distributed Paid Time Off (PTO) working documents containing discussion and action items for the Committee. Hinze indicated that answers were not sought immediately, but noted it is a tool to continue discussions. Hinze reviewed the discussion items. The Committee had a consensus on the following items, if a PTO Plan was implemented: the decision to change to a PTO would need to be for all (excluding any bargaining agreements), PTO would be considered an earned benefit versus a given benefit, and payouts due to a status change from a qualifying to non-qualifying position would be treated the same way it is now. Hinze requested Committee members to submit questions to her prior to the meeting so research can be done ahead of time. The Committee requested a report of average paid time including bereavement, vacation, sick, comp time, etc. to determine an accrual rate with and without overtime.

Marsik stated that he requested to discuss the union negotiations process. Hinze provided a historical summary the negotiations process. There was discussion on the union negotiations process as well as the role and timing of involvement of the Committee. It was the consensus of the Committee to continue discussions regarding the union negotiations process in closed session on August 6, 2019.

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

| | |
|-----------------------------------|---------|
| One (1) Stock Clerk | Highway |
| Two (2) Utility II / Truck Driver | Highway |
| Two (2) Deputy Sheriff | Sheriff |

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. Motion carried without negative vote.

There were no Leave of Absence requests.

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

STEP INCREASE – UNION – Scott L. Anderson, Deputy Sheriff, Sheriff, \$29.70, SSU04, ST01, 07/15/2019. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Chrystal M. Begovatz, Administrative Secretary III, Human Services, \$16.46, DC03, ST01, 06/26/2019; Marie E. Dunse, Customer Service Support Specialist, Human Services \$14.30, DC02, ST01, 07/15/2019; Jessica D. Roque, Customer Service Support Specialist, Human Services, \$14.30, DC02, ST01, 07/02/2019; Sarah A. Thomford, Social Worker I CPS – Investigator/Intake Human Services, \$22.89, DC06, ST01, 07/08/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - Maxine E. Kaepernick, Seasonal Help II, Treasurer, \$10.00, MSC19, ST01, 07/24/2019; Clarajean A. Laatsch, Seasonal Help II, Treasurer, \$10.00, MSC19, ST01, 07/24/2019. REHIRE – None RECLASSIFICATION – Olivia Gerritson, Community Education Coordinator, Human Services, \$20.75, DC05, ST01 temporary increase hours, 06/01/2019 - 12/31/2019; Hayley R. Damrow, Social Worker I – CPS, Human Services, \$22.89, DC06, ST01 transfer, 08/08/2019; Gillian T. Kohlhoff, Counselor III – Community Programs, Human Services, \$28.80, DC07, transfer, 08/08/2019; Patti L. Messenger-Evans, Economic Support Specialist I, Human Services, \$18.59, DC04, ST01, 07/15/2019; Jade E. VanBuren, Social Worker I CPS - Investigator/Intake, Human Services, \$22.89, DC06, ST01 transfer, 08/08/2019. 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/terminations.
- b) Hinze stated that an update has not been received regarding the status of the grievance.

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

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 07/16/2019

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, August 6, 2019 at 10:30 a.m.** which will be held in room 1H & I of the Administration Building and **Tuesday August 20, 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 12:11 p.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

August 06, 2019

PERSONNEL REQUISITION REQUESTS

None.

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

| | | |
|----------------|----------------------|-----------------------|
| Julie Zemke | Human Services | 07/30/2019-07/31/2019 |
| Care for child | Unpaid General Leave | |

PERSONNEL CHANGES:

NEW HIRE – UNION

| | | |
|------------------|----------------|------------|
| Matthew D. Mayer | Deputy Sheriff | Sheriff |
| \$29.70 | SSU04, ST01 | 07/29/2019 |

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

None.

ANNUAL WAGE INCREASE

None.

APPOINTED OFFICIAL

None.

NEW HIRE

| | | |
|-----------------|------------------|------------|
| Jennifer Stokes | Deputy Secretary | Sheriff |
| \$18.89 | DC03, ST04 | 07/22/2019 |

LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

| | | |
|-----------|------------------|------------|
| Lori Fett | Highway Seasonal | Highway |
| \$40.00 | | 07/31/2019 |

| | | |
|----------------------|------------------|------------|
| Clarajean A. Laatsch | Seasonal Help II | Treasurer |
| \$10.00 | MSC19, ST01 | 07/19/2019 |

RE-HIRE

None.

RECLASSIFICATION

| | | |
|-------------------|--------------------------|---------------------------|
| Becky J. Justmann | Administrative Secretary | Land & Water Conservation |
| \$16.46 (+\$0.00) | DC03, ST01 PT+20 to F.T. | 07/18/2019 |

ORIENTATION PERIOD REPORTS

None.