

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 Thursday, August 1, 2019 at 1:30 p.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, HR Specialist; David Ehlinger, Finance Director; Deanna Wilson, Clearview Administrator/Executive Director; Russell Freber, Physical Facilities Director; Rebecca Bell, Human Services and Health Director; Justin Reynolds, IT Director; Pattie Carroll, UW Extension; Alan Behl, County Board Supervisor.

Meeting called to order by Marsik at 1:30 p.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. Supervisor Behl declined payment.

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

Bell referenced a memo that was sent to Committee members regarding a request to increase on-call pay for Social Workers working in Child Protective Services and Youth Justice in Human Services and Health from \$2.25/hour to \$3.50/hr effective September 1, 2019. Bell provided historical information and answered questions from the Committee.

Motion by Greshay to approve increasing on-call pay for Social Workers working in Child Protective Services and Youth Justice in Human Services and Health from \$2.25/hour to \$3.50/hr effective September 1, 2019. Second by Sheahan-Malloy. Motion carried without negative vote.

Hinze stated that there are a few new positions being requested for consideration. As a result, Job Description Questionnaires (JDQ) and job descriptions were completed for each position and sent to Carlson Dettmann for review and consideration resulting in the recommendation of placement on the Dodge County Compensation Plan as follows: Emergency Preparedness Coordinator with Human Services and Health as Grade Eight (8); Qualified Intellectual Disabilities Professional/Therapeutic Recreation Therapist (QIDP/TRT) at Clearview as Grade Seven (7); IID Household Coordinator at Clearview as Grade Ten (10); UW Extension Lead with UW Extension as Grade Six (6); IT Systems Analyst with Information Technology as Grade Ten (10). Department Heads from each respective department answered questions from the Committee.

Motion by Greshay to approve placement of the Emergency Preparedness Coordinator position into the Dodge County Compensation Plan at Grade Eight (8). Second by Hilbert. Motion carried without negative vote.

Motion by Hilbert to approve placement of the Qualified Intellectual Disabilities Professional/Therapeutic Recreation Therapist (QIDP/TRT) position into the Dodge County Compensation Plan at Grade Seven (7). Second by Greshay. Motion carried without negative vote.

Motion by Greshay to approve placement of the IID Household Coordinator position into the Dodge County Compensation Plan at Grade Ten (10). Second by Hilbert. Motion carried without negative vote.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/01/2019

Motion by Greshay to approve placement of the UW Extension Lead position into the Dodge County Compensation Plan at Grade Six (6). Second by Schmidt. Motion carried without negative vote.

Motion by Hilbert to approve placement of the IT Systems Analyst position into the Dodge County Compensation Plan at Grade Ten (10). Second by Sheahan-Malloy. Motion carried without negative vote.

Wilson presented a request to offer a temporary incentive of \$40.00/shift for part-time employees to work an open shift at Clearview through September 30, 2019 in order to be able to grant more vacation requests for full time employees. Wilson clarified that a part-time employee is only eligible for the incentive or overtime; not both.

Motion by Hilbert to approve the temporary incentive of \$40.00/shift for part-time employees to work an open shift at Clearview. Second by Sheahan-Malloy. Motion carried without negative vote.

Wilson presented a revision to the Clearview policy, Work Arrival/Departure to change from minute to minute pay to the seven-minute rounding rule. Hinze presented the official policy for consideration and approval.

Motion by Sheahan-Malloy to approve the revised Clearview policy, Work Arrival/Departure. Second by Greshay. Motion carried without negative vote.

Wilson presented a request to provide a stipend of \$125.00/pay period for both the Accountant and Accounting Specialist-Flex at Clearview. Hinze clarified that the stipend would be paid from August 1st until the Director of Financial Services position is filled.

Motion by Sheahan-Malloy to approve the request to provide a \$125.00/pay period stipend to the Accountant and Accounting Specialist-Flex at Clearview from August 1st until the Director of Financial Services position is filled. Second by Greshay. Motion carried without negative vote.

Hinze stated that the Health Insurance consortium met and Dean Health provided statistical claim information for the consortium as a whole. Hinze provided reports and reviewed the meeting highlights with the Committee including medical loss ratio and claims experience and stated that M3 explained the actuaries justifying the 7.5% premium increase. Hinze distributed 2020 premium rate proposals to determine the employer and employee portions containing three options for consideration for budgetary purposes. It was the consensus of the Committee to use the figures from option 1, utilizing the current employer/employee contributions of 88.5%/11.5% of the high deductible plan and 85%/15% for the low deductible plan for health insurance premiums for budgetary purposes. It was also the consensus of the Committee to calculate both a 3% and 2.5% for 2020 wage increases for budgetary purposes.

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

| | |
|--|----------------|
| One (1) Equipment Operator | Highway |
| One (1) Highway L.T.E. | Highway |
| One (1) Elder Benefit Specialist / Disability Benefit Specialist | Human Services |
| One (1) Social Worker I, II or Senior – CPS | Human Services |
| One (1) Social Worker I, II or Senior – CPS | Human Services |
| One (1) Corporal – Jail | Sheriff |
| One (1) Deputy Sheriff | Sheriff |

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

The Committee reviewed the Orientation Period Reports as presented.

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 the closed session was pursuant to Section 19.85(1)(e) and (f), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, namely, developing negotiation strategies for collective bargaining and 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)(e) and (f) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 3:16 p.m.

Open Session:

Motion by Greshay, second by Sheahan-Malloy to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 4:12 p.m.

Future Agenda Items: Closed session regarding negotiations, Paid Time Off (PTO) discussion, and Health Insurance.

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. 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 4:21 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 Thursday, August 1, 2019 at 1:30 p.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 the closed session was pursuant to Section 19.85(1)(e) and (f), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, namely, developing negotiation strategies for collective bargaining and 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)(e) and (f) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 3:16 p.m.

There was discussion regarding performance evaluations and regarding negotiations with Sworn Union.

Open Session:

Motion by Greshay, second by Sheahan-Malloy to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 4:12 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

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, August 6, 2019 at 10:30 a.m. in meeting room 1 H&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; John Bohonek, County Conservationist; Scott Mittelstadt, Chief Deputy; Kim Nass, Corporation Counsel; Sheriff Dale Schmidt; Jason Hundt, Deputy Jail Administrator; Dustin Beck, Deputy Jail Administrator; David Ehlinger, Finance Director; Deanna Wilson, Administrator/ Executive Director – Clearview; Russ Freber, Physical Facilities Director; Bill Ehlenbeck, Land Resources and Parks Director; Amy Nehls, Emergency Management Director; Jim Wiersma, County Employee.

Meeting called to order by Marsik at 10:30 a.m.

Roll call was taken. All members present.

No non-Committee member County Board Supervisors were in attendance.

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

Motion by Greshay to approve the special session minutes of the July 9, 2019 and open session minutes of the July 16, 2019 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried without negative vote.

Hinze presented a request for sick leave donation for a Human Services & Health employee who was on approved medical leave. Hinze explained that the employee will use all available time off before using donated sick time.

Motion by Schmidt 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 without negative vote.

Hinze referenced a communication sent to Committee members regarding wage increase comparisons and responded to questions. Hinze reviewed the three health insurance premium options previously presented. There was discussion regarding each of the options.

Motion by Hilbert to set the employer contribution of the health insurance premium rates as 88% of the lowest cost plan (which is the high deductible plan) plus the employer Health Savings Account (HSA) contribution and allocating this amount across the board to all other plans. Second by Greshay. Motion carried without negative vote.

Hinze reviewed discussion points of Paid Time Off and asked for questions. There was discussion regarding PTO. Hinze stated that based on the list of goals, PTO was a priority and inquired on the timeline of the PTO discussion due to recent employee concerns and questions. It was the consensus of the Committee to not rush through PTO and stated it would not be something that would be implemented before January 1, 2020, if determined to do so. It was suggested to have a separate meeting to discuss PTO.

Motion by Schmidt to have a five (5) minute meeting break. Second by Greshay. Motion carried without negative vote at 11:45 am.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/06/2019

Marsik reconvened the meeting at 11:50 a.m.

There were no Personnel Requisitions to present.

Mindemann presented an unpaid General Leave of Absence request from 07/30/2019 through 07/31/2019 for consideration for an employee of Human Services and Health Department.

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 Schmidt. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented including a supplemental Kronos report for the automatically updated wage increases for July 2019.

STEP INCREASE – UNION – None. NEW HIRE – UNION – Matthew D. Mayer, Deputy Sheriff, Sheriff, \$29.70, SSU04, ST01, 07/29/2019. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL – None. NEW HIRE – Mariah J. Hamm, Customer Serv./Supp. Specialist Medical, Human Services, \$14.30, DC02, ST01, 08/05/2019; 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; Clarajeane A. Laatsch, Seasonal Help II, Treasurer, \$10.00, MSC19, ST01, 07/19/2019. REHIRE – None RECLASSIFICATION – Danelle J. Spears, Economic Support Specialist I, Human Services, \$20.67, DC04, ST Merit, 08/05/2019; Rebecca L. Vollmer, Customer Serv. / Operations Coordinator, Human Services, \$18.59, DC04, ST01, 08/05/2019; Becky J. Justmann, Administrative Secretary III, Land & Water Conservation, \$16.46, DC03, ST01 PT+20 to F.T., 07/18/2019. WAGE INCREASES–

JULY 2019 STEP INCREASES

| Emp No. | First Name | Last Name | Position Code | Location | New Step | New Pay Rate | Effect Date |
|---------|------------|-----------|-----------------|------------------------|----------|--------------|-------------|
| 49975 | Aaron | Miller | HSCoun3AODA | 4840 CD-Outpatient S | 2 | 25.73 | 7/1/2019 |
| 10256 | Dale | Marks | SOCCommTech | 2056 Radio Communica | 5 | 27.52 | 7/1/2019 |
| 10412 | Ann | Hamman | TRChiefDep | 1401 Treasurer | 5 | 24.25 | 7/1/2019 |
| 50094 | Bradley | Kulibert | SOTPO | 2021 Traffic Patrol | 3 | 30.59 | 7/3/2019 |
| 49754 | Emily | Jorgensen | HSPsychTherCli | 4802 MI-Central Appr | 3 | 30.94 | 7/5/2019 |
| 26193 | Sandra | Grosenick | RDChiefDep | 1001 Register of Dee | 5 | 23.28 | 7/6/2019 |
| 33779 | Samantha | Laughlin | SOJailSup | 2061 Jail | 5 | 32.31 | 7/7/2019 |
| 41335 | Justin | Kontny | SOSergPat37.5 | 2021 Traffic Patrol | Max | 35.13 | 7/7/2019 |
| 34303 | Kasey | Young | SOTPO | 2021 Traffic Patrol | 4 | 31.01 | 7/9/2019 |
| 50120 | Anthony | Rader | SOCorrOff | 2061 Jail | 2 | 21.31 | 7/10/2019 |
| 11142 | John | Haase | HWSshopSuper | 3111 Highway Adminis | 5 | 41.36 | 7/13/2019 |
| 48477 | Tyler | Loomans | HWUtilTrkDrWes | 3111 Highway Adminis | 5 | 20.87 | 7/13/2019 |
| 25517 | Anna Marie | Schroeder | SOCorrOff | 2061 Jail | 5 | 23.84 | 7/13/2019 |
| 20675 | Brian | Drumm | SOLieutDet | 2031 Criminal Invest | 5 | 38.47 | 7/13/2019 |
| 10536 | Cynthia | Abel | HSEconSpecLead | 5055 Economic Suppor | 5 | 25.43 | 7/15/2019 |
| 10330 | Gary | Zwieg | PFMaint2 | 1911 Maintenance Adm | 5 | 22.36 | 7/15/2019 |
| 46967 | Jennifer | Scharf | HSSW3JvCtOngo | 5006 Social Service | 2 | 27.93 | 7/16/2019 |
| 43158 | Nate | Minnig | HWPatSuperWest | 3111 Highway Adminis | 4 | 36.36 | 7/20/2019 |
| 45791 | Kelsey | Knaup | SOTPO | 2021 Traffic Patrol | Max | 32.85 | 7/20/2019 |
| 32997 | Brian | Harkins | SOCorrOff | 2061 Jail | Max | 26.98 | 7/21/2019 |
| 26225 | Pamela | Knapp | CCActClkNtAd | 701 Clerk of Courts | 5 | 23.28 | 7/23/2019 |
| 48486 | Jaime | Bailey | HSPsychTher2MI | 4801 Clinical Services | 3 | 30.94 | 7/24/2019 |
| 47216 | Amy | Booher | HSCChildAdolSer | 5006 Social Service | 5 | 35.32 | 7/28/2019 |
| 49760 | Rebecca | Vollmer | HSCustSSpecMed | 4851 US-Medical Reco | 3 | 15.07 | 7/29/2019 |
| 44279 | Abigail | Sauer | HSPubHealOff | 4001 Public Health N | 2 | 36.77 | 7/30/2019 |

There were no Orientation Period Reports 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) Grievances and Arbitrations: Nothing to report.

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Sheahan-Malloy to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin. 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 12:00 p.m.

Open Session:

Motion by Schmidt, second by Sheahan-Malloy to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:37 p.m.

Future Agenda Items: Special session for Paid Time Off (PTO) discussion with checklist of issues to address, 2020 Budget Review, 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, August 20, 2019 at 9:30 a.m. and Tuesday, September 3, 2019** which will be held in room 4C of the Administration Building and Special meeting **Thursday, August 15, 2019 at 9:00 a.m.** in room 4B of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:40 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, August 6, 2019 at 10:30 a.m. in meeting room 1 H&I located on the first 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; Sheriff Dale Schmidt.

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Sheahan-Malloy to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin. 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 12:00 p.m.

There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin

Open Session:

Motion by Schmidt, second by Sheahan-Malloy to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present 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

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

MEMBERS EXCUSED: Greshay

Minutes of the special meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Thursday, August 15, 2019 at 9:00 a.m. in meeting room 4B located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Scott Mittelstadt, Chief Deputy; David Ehlinger, Finance Director; Kyle Gulya, County Labor Attorney; Ben Barth, Sheriff's Sworn Union, Local 120 Labor Association of Wisconsin Representative; Scott Petrack, Union President; Michael Morell, Union Vice-President, Jaime Buelter, Union Representative; Kasey Young, Union Treasurer/Secretary; Dean Hopp, Union Representative.

Meeting called to order by Marsik at 9:00 a.m.

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

No non-Committee member County Board Supervisors were in attendance.

Initial Exchange of Proposals between the County and the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin were made.

Closed Session:

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 the Committee may convene in closed session one or more times during this meeting, pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, to caucus and further develop negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:00 a.m.

Open Session:

Motion by Hilbert, second by Sheahan-Malloy to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:15 a.m.

Pursuant to 19.82(1), the Committee and other members of the County's bargaining team negotiated with representatives of Local 120, in private as permitted by Wisconsin Statue 19.82(1).

Gulya agreed to submit a document of the agreed upon items thus far. Gulya requested a comprehensive proposal from the union prior to Labor Day, if possible. Barth requested a copy of the original proposal in Word format. It was the consensus of both parties to schedule the next session for Wednesday, September 4, 2019 at 9:30 a.m. which will be held in room 4B of the Administration Building.

Closed Session:

Roll call vote was taken.

Motion by Sheahan-Malloy, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the Committee may convene in closed session one or more times during this meeting, pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, to caucus and further develop negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 11:47 a.m.

Open Session:

Motion by Schmidt, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:11 p.m.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, August 20, 2019 at 9:30 a.m. and Tuesday, September 3, 2019** which will be held in room 4C of the Administration Building and special meeting **Wednesday, September 4, 2019 at 9:30 a.m.** which will be held in room 4B of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:11 p.m.

Dennis Schmidt, Vice-Chairperson

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 Thursday, August 15, 2019 at 9:00 a.m. in meeting room 4B located on the fourth floor of the Administration Building.

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

MEMBERS EXCUSED: Greshay.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Scott Mittelstadt, Chief Deputy; Kyle Gulya, County Labor Attorney

Closed Session:

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 the Committee may convene in closed session one or more times during this meeting, pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, to caucus and further develop negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:00 a.m.

There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

Open Session:

Motion by Hilbert, second by Sheahan-Malloy to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:15 a.m.

Closed Session:

Roll call vote was taken.

Motion by Sheahan-Malloy, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the Committee may convene in closed session one or more times during this meeting, pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, to caucus and further develop negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 11:47 a.m.

There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

Open Session:

Motion by Schmidt, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:11 p.m.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/15/2019

Dennis Schmidt, Vice-Chairperson

Joseph Marsik, Chairperson

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

CLEARVIEW

POLICY REGARDING:
Assisted Living Supervisor Exempt Status

POLICY#: TBD

PROPONENT: Administration

APPROVED BY: Deanna Wilson, Administrator / Executive Director

EFFECTIVE DATE: 8/20/19

- A. The Assistant Living Supervisor at Clearview may be eligible for flex time for hours worked beyond their regular schedule. Flex time is defined as one hour for each hour worked beyond the regular schedule and is limited to a maximum of forty (40) hours on a rolling eligibility period.
- B. The Assistant Living Supervisor may need to alter his / her schedule to adjust to the facility needs, including but not limited to, providing coverage for open shifts at any of the Assisted Living Communities. This should be arranged with the Clearview Scheduling Department and the Administrator / Executive Director to ensure necessary facility coverage is in place.
- C. Filling an open shift will not be substituted for the normal hour requirements as the Assisted Living Supervisor.
- D. Filling an open slot outside of normal work requirements will be compensated at one and one half (1 ½) times the normal rate for such work. The Assisted Living Supervisor who fills in for an open slot will not be eligible to receive any applicable shift and/or weekend differentials, or earn flex time for hours compensated at one and one half (1 ½) times the normal rate of pay.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

August 20, 2019

PERSONNEL REQUISITION REQUESTS

One (1) Utility II / Truck Driver
One (1) Social Services Aide I, II or III – CPS Ongoing
One (1) Deputy Sheriff

Highway
Human Services
Sheriff

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

Jesse Rodriquez
\$18.59

Utility II / Truck Driver West
DC04, ST01

Highway
08/12/2019

Rachel Giese
\$22.89

Social Worker I – CPS Ongoing
DC06, ST01

Human Services
08/12/2019

Shaun Ready
\$22.89

Social Worker I – CPS Ongoing
DC06, ST01

Human Services
08/12/2019

LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

None.

RECLASSIFICATION

None.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – August 20, 2019

ORIENTATION PERIOD REPORTS

| | | |
|--------------------|---------------|----------------|
| Beverly Behm | First Report | Human Services |
| Hannah Rohlinger | First Report | Human Services |
| Beth Narr | Second Report | Highway |
| Jacquelyn DeLaRosa | Final Report | Human Services |
| Jeannette Moon | Final Report | Human Services |