

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, October 21, 2019 at 3:30 p.m. in meeting room 4C located on the fourth floor of the Administration Building.

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

**MEMBERS EXCUSED: None**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; PJ Schoebel, Medical Examiner; Lori Kurutz, Assistant Administrator – Clearview; Sheriff Dale Schmidt; Chief Deputy, Scott Mittelstadt; Kevin Burnett, County Board Supervisor**

Meeting called to order by Marsik at 3:30 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 Burnett accepted payment.

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

Motion by Greshay to approve the open and closed session minutes of the regular meeting of October 7, 2019 and special meeting of October 10, 2019 of the Human Resources and Labor Negotiations Committee. Second by Hilbert. Motion carried without negative vote.

Sheriff Schmidt stated that last summer he presented a concern regarding wage compression in the Sheriff's Office and stated that based on the recommendation of the Committee at the time, he was to wait until after the Matrix Study. Sheriff Schmidt provided background information of the wage compression with the Lieutenant position. Mindemann provided a Compression Analysis including wages, promotion dates, and wage projections. Sheriff Schmidt made a recommendation to increase the wage of two (2) Lieutenants due to the compression. Sheriff Schmidt and Hinze answered questions from the Committee.

Motion by Schmidt to deny the request until the Compensation Study is completed to review compression. Second by Sheahan-Malloy. Motion failed by vote of 2-3 with Greshay, Hilbert and Marsik voting against.

There was continued discussion regarding the request.

Motion by Greshay to increase the wage of the two (2) identified Lieutenants to \$36.89/hour. Second by Hilbert. Motion carried by vote of 3-2 with Schmidt and Sheahan-Malloy voting against.

Kurutz reported on staff openings at Clearview and numerated recruitment and retention ideas they would like to pursue, if supported by both the Human Resources and Labor Negotiations Committee and Health Facilities Committee, including; more visible pay rates including shift and weekend differentials in advertisements, spotlighting an employee on WXRO, onsite career fair, sign on bonuses with commitment, waiving the Certified Nursing Assistant (CNA) class fee with a work commitment, revitalize the current staff referral program, creating a pool CNA position with a higher rate of pay, and increase the minimum hours requirement for some positions.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 10/21/2019

Motion by Greshay to support the recruitment and retention efforts including sign on bonus, waiving CNA Class fee, and creating the pool CNA position contingent on consideration of the Health Facilities Committee. Second by Hilbert. No vote was called.

Schmidt requested to see and review policies before voting on the motion.  
Greshay and Hilbert withdrew the motion.

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

One (1) Highway Maintenance Technician	Highway
One (1) Account Clerk II	Human Services
One (1) Psychiatric Therapist II Outpatient	Human Services
One (1) Deputy Medical Examiner	Medical Examiner
One (1) Communications Officer – Relief	Sheriff

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

Hinze presented the revised draft of the Performance Management Policy and Orientation Period Review Form for discussion and asked for questions. There was discussion regarding additional changes to the policy. It was the consensus of the Committee to revise the policy for consideration at a future meeting. It was also the consensus of the Committee to build 2020 evaluation forms in Kronos using the proposed orientation form format.

Motion by Greshay to include in the Performance Management Policy that new hires will receive a step increase upon completion of the orientation period. Second by Sheahan-Malloy. Motion carried without negative vote.

Motion by Greshay to include in the Performance Management Policy that part time employees on the Dodge County Compensation Plan receive pay increases the same as full time employees. Second by Schmidt. Motion carried without negative vote.

There were no leave of absence requests to consider.

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

STEP INCREASE – UNION – None. NEW HIRE – UNION –. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Kayla P. Alvarez, Social Services Aide I CPS Ongoing, Human Services, \$14.30, DC2, ST01, 10/14/2019; Briann L. Susdorf, Elder/Disability Benefit Specialist II, Human Services, \$22.89, DC06, ST01, 10/21/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – None. PROGRESSION - None.

There were no Orientation Period Reports to review.

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: Nothing to report.
- c) Hinze distributed a Compensatory Time Usage/Payouts Report and Longevity Payments Report as requested by the Committee.

**Closed Session:**

Roll call vote was taken.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 10/21/2019

Motion by Hilbert, second by Schmidt 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 5:16 p.m.

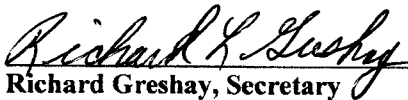
**Open Session:**

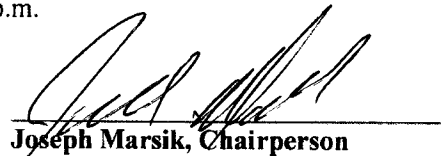
Motion by Greshay, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 5:57 p.m.

Future Agenda Items: RFP for Compensation and Benefit Study, Sheriff's Office exit interview, 5% Promotion Policy, Clearview Recruitment Policies with future benchmark reporting, Performance Management Policy.

It was the consensus of the Committee to schedule the next regular meetings of the Human Resources and Labor Negotiations Committee as follows: **Monday, November 4, 2019 at 1:00 p.m.** which will be held in room 4C of the Administration Building and Special meeting **Monday, October 28, 2019 at 12:30 p.m.** in room 1F&G of the Administration Building and **Monday, November 4, 2019 at 9:30 a.m.** in room 4B of the Administration Building for negotiations.

Meeting adjourned by order of the Chairperson at 6:06 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 Monday, October 21, 2019 at 3:30 p.m. in meeting room 4C located on the fourth floor of the Administration Building.

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

**MEMBERS EXCUSED: None**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Chief Deputy, Scott Mittelstadt**

**Closed Session:**

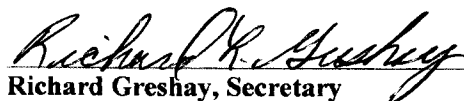
Roll call vote was taken.

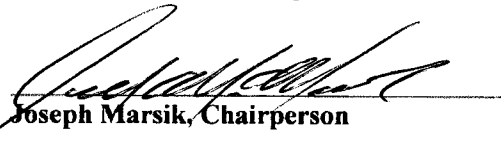
Motion by Hilbert, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons 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 5:16 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 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 5:57 p.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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