# HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 9, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Ballweg, Frohling, Greshay and Marsik**

**MEMBERS EXCUSED: Maly**

**ALSO PRESENT: Joseph Rains, Director of Human Resources; Sarah Eske, Human Resource Analyst; James Mielke, Dodge County Administrator; Kathryn Ryan, Division Manager HS&H; Honorable John Storck, Circuit Court Judge; Angela Zilliox, Human Resource Specialist.**

**Meeting called to Order by Vice-chair Ballweg at 10:00 a.m.**

Roll call was taken. All members present with the exception of Chairperson Maly who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Ballweg asked if anyone present had any public comments. None were heard.

Motion by Marsik to approve the minutes of the June 18, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion Carried.

The Committee reviewed the Personnel Requisitions.

Motion by Marsik to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Two (2) Highway Seasonal – Temporary, Highway Department

One (1) Economic Support Specialist-F.T., Human Services & Health Department
One (1) Economic Support Aide-F.T., Human Services & Health Department

One (1) Park Attendant-Harnischfeger Park Temporary-Seasonal, Land Resources & Parks Department

One (1) Correctional Officer – F.T., Sheriff's Department – Jail Division
One (1) Transport Officer – Occasional, Sheriff's Department – Jail Division
One (2) Patrol Sergeant – F.T., Sheriff's Department – Patrol Division

Two (2) Temporary Clerical LTE-P.T., Treasurer's Department

Rains gave an update on the Affordable Care Act. He indicated that the federal government has decided to postpone certain provisions of the Act until 2015. He stated that he had a meeting set up with a consultant to discuss the County's health plan to ensure the County was in compliance with the Act, but he has since postponed that meeting until August or September. Mielke indicated that he still feels comfortable with the budgeted increase of 10% for 2014 health insurance premiums even though there is a postponement of certain provisions.

Eske explained to the Committee that Judge Stork has reviewed the duties of the Court Commissioner and the contracted duties of the Family Court Commissioner. She stated that the contracted Family Court Commissioner has been elected as Judge and effective in August he will no longer be performing the contracted Family Court Commissioner services for the County. Judge Stork indicated that he reviewed the duties for each position. He stated that in order to gain efficiencies he added some of the Family Court Commissioner duties to the Court Commissioner job description. He stated a new Job Description Questionnaire (JDQ) was completed with these added duties. Eske explained that Katie McCloskey from Carlson Dettmann reviewed the JDQ and made a recommendation to keep the Court Commissioner position in grade 13. The Judge answered questions from the Committee regarding wages and the added duties.

> Motion by Greshay to approve the recommendation to keep the position in grade 13. Second by Marsik. Motion carried.

Leave of Absence: None.

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

> NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Wayne M. Uttke, Appointed Official-Co. Brd. of Adjustments, County Board at $40.00/Mtg., Pay Grade CBN01, Step 01$^{ST}$, effective 06-18-13. RE-HIRE: None. LIMITED TERM/SEASONAL: Brenda R. Klink, Child Support Specialist I – LTE, Child Support Department at $16.66, Pay Grade DC04, Step ST01 effective 06-19-13; Lucas R. Van Egtern, Dairy & Livestock Youth Summer Intern, U.W. Extension Department at $10.00, Pay Grade MSC19, Step 01$^{ST}$, effective 06-03-13; Whitney Rathke, 4H Summer Intern, U.W. Extension Department at $10.00, Pay Grade MSC19, Step 01$^{ST}$, effective 06-24-13. RECLASSIFICATION: Kim L. Anthony, Typist II, Human Services & Health Department at $17.02, Pay Grade DC02, Step 13A, effective 07-02-13; David D. Overshiner, Counselor III – AODA, Human Services & Health Department at $22.44, Pay Grade DC07, Step ST01 effective 03-15-13; Kelly J. Phelps, Social Worker II-CPS Ongoing, Human Services & Health Department at $22.44, Pay Grade DC07, Step ST01 effective 6-27-13; Catherine D. Schoenberger, Economic Support Specialist II, Human Services & Health Department at $18.59, Pay Grade DC05, Step ST01 effective 06-18-13; Steven M. Boyd, Correctional Officer – Relief , Sheriff's Department–Jail Division at $16.86, Pay Grade DC04, Step ST01 effective 07-01-13.

The Committee reviewed the Orientation Period Reports as presented.

Rains updated the Committee on the progress of the Performance Review Advisory Committee. Rains stated the Committee made great progress at the last meeting. The Committee looked at a

sample review form and made suggestions for changes. The Committee then discussed and recommended County wide factors. Rains stated he was very pleased with the progress. Rains answered questions from the Committee regarding self-evaluations and 360 supervisory evaluations. Rains stated that at this time the Committee is working on making a recommendation to Mielke to get the performance reviews started in 2014. Rains stated that self-evaluations will most like be included in the recommendation. Rains stated at this time there has not been discussion of 360 supervisory evaluations, but that does not mean it could not take place in the future.

Committee Member Reports: None to report.

**HR Director's Report:**

a. Disciplinary Actions: Nothing to report.

b. Grievances and Arbitrations: Rains informed the Committee that the Arbitrator has been selected for the Sworn Union arbitration. He is waiting to hear from the arbitrator regarding dates for the hearing.

   Rains informed the Committee that the Wisconsin Employment Relations Commission (WERC) has given a response to the five (5) AFSCME union's prohibited practice complaint and found in favor of the County to dismiss the Union's claim. The response stated that the Unions failed to re-certify according to State law and therefore these unions do not represent County employees and consequently there was no duty to bargain wages.

   Rains informed the Committee that the Heidi Burden, Professional Union complaint is currently at the Court of Appeals level. Rains stated that the attorney representing Burden and the union has filed their brief and that the attorney representing the County will be submitting the County's brief by August 10, 2013.

   Rains informed the Committee that the Committee will hear a grievance at one of their regular meeting dates in August from an employee of the Sworn union regarding vacation pay out at retirement.

c. Worker's Compensation: No report.

Future Agenda Items: Discussion regarding health insurance employee premium share.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **July 23, 2013 and August 6, 2013** at 10:00 a.m. in room 4C of the Administration Building.

The Committee and others present at the meeting formally acknowledged Donna Maly's email message, and expressed their wishes for a quick and full recovery.

Meeting adjourned by order of the Vice-Chair at 10:55 a.m.

Richard L. Greshay

Richard Greshay, Secretary

Robert Ballweg, Vice-chair

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