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 Friday, December 19, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angi Zilliox, HR Specialist; Scott Smith, Chief Deputy; Bernadette Mueller, Director of Child Support; Nancy Pirkey, Labor Attorney, Buelow Vetter Buikema Olson & Vliet LLC; Jennifer Scharf, Social Worker; Jeff Hoffman, Department Head, UW-Extension; Marie Witzel, 4H Youth Development, UW-Extension; Julie Kolp, Finance Director.

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

Roll call was taken. All members present.

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

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

Marsik asked if anyone present had any public comments. None.

> Motion by Duchac to approve the minutes of the November 18, 2014 regular meeting and December 1, 2014 special meeting of the Human Resources and Labor Negotiations Committee, with an amendment to the December 1, 2014 minutes to read, "to move the existing employees" (amended language underlined). Second by Frohling to approve the minutes as amended. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Eske explained a request to allow donations of sick time to an employee of the Building Maintenance Department who has a serious health condition. Eske explained that this employee had approval to use donated sick time and that the previous donations are exhausted. She stated that this employee is scheduled to return on January 5, 2015 and that this request would allow her to be paid until she returns to work.

> Motion by Greshay to approve the request for donations of sick time under the established guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Kolp handed out information regarding ethics in the workplace she compiled from the internet. She explained that through conferences she has attended there is a strong recommendation to talk to employees about ethics and fraud during the performance review. Rains stated he would not

recommend that this discussion take place during a performance review. He stated that his fear is that the perception from the employee would be that the County feels they are doing something that is in violation of the policy. A discussion followed. Committee members asked questions of Kolp and Rains regarding the current Ethics policy. Rains indicated that he would have Eske contact the Employee Assistance Program (EAP) and ask them to send out a communication related to ethics in the workplace. He stated that this would be a better way to handle the matter rather than addressing the subject with the employee at the time of a performance review.

Leave of Absence: Eske explained that an employee of the Human Services and Health Department is requesting a County Provided Medical Leave of Absence for twelve (12) weeks. Eske explained that this employee's Dodge County employment has been less than one (1) year and therefore does not qualify for FMLA.

> Motion by Duchac to approve the leave as requested. Second by Schmidt. Motion carried.
>
> > A County Provided Unpaid General Leave of Absence for Birth and Care of a Child for an employee of the Human Services & Health Department effective 12-29-14 to 03-23-15.

Mueller presented a request for a County Provided General Leave of absence for an employee of the Child Support Agency. Eske explained that this employee developed a serious health condition and is required to use her sick time and vacation time while on FMLA. This employee however, has a scheduled vacation for which tickets were purchased from January 12, 2015 through January 26, 2015. Since she will not have vacation time to use due to her FMLA leave, she is requesting an unpaid leave for her vacation trip. Eske explained that this was a unique request and situation. Mueller indicated that she is in support of this request.

> Motion by Greshay to approve the request as presented and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.
>
> > A County Provided Unpaid General Leave of Absence for an employee of the Child Support Department effective 01-12-15 to 01-26-15.

Eske explained that an employee of the Human Services and Health Department has a serious health condition and is requesting a County Provided Medical Leave of Absence. Eske explained that this employee's Dodge County employment has been less than one (1) year and therefore does not qualify for FMLA.

> Motion by Frohling to approve the leave as requested. Second by Schmidt. Motion carried.
>
> > A County Provided Medical Leave of Absence for an employee of the Human Services & Health Department effective 11-25-14 to 12-04-14.

Eske explained that an employee of the Sheriff's Department has a serious health condition and is requesting a County Provided Medical Leave of Absence. Eske explained that this employee did not work the required number of hours in the preceding year to qualify for FMLA.

Motion by Schmidt to approve the leave as presented. Second by Duchac. Motion carried.

A County Provided Unpaid Medical Leave of Absence for an employee of the Sheriff's Department – Security Division effective 12-01-14 to 03-01-15.

The Committee reviewed the Personnel Requisition to refill a part time Staff Assistant-4H in UW Extension. Mielke recommended approval of this request.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

One (1) Staff Assistant – 4H Program – P.T.<20hrs/wk, UW Extension Department

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

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

One (1) Equipment Operator – F.T. – 1st Shift, Highway Department
One (1) Sign Shop Helper, Highway Department
Two (2) Utility II / Truck Driver – F. T. – 1st Shift, Highway Department
One (1) Human Services Supervisor–Child Protective Services - Ongoing, Human Services & Health Department
One (1) Psychiatric Therapist II – MH Professional CPS and CCS, Human Services & Health Department
One (1) RN Public Health, Human Services & Health Department
One (1) Transportation Driver – P.T. <20 hrs/wk, Human Services & Health Department
One (1) Imaging Technician – Intern – Temporary, Land Resources & Parks Department
One (1) Custodian II – F.T., Physical Facilities Department
Two (2) Maintenance Mechanics – F.T. – Physical Facilities Department
One (1) Traffic Patrol Officer – F.T. – 2nd Shift, Sheriff's Department – Patrol Division

Rains handed out a summary from the Hayes Company regarding their findings of Dodge County's Regulatory Compliance under the ACA. He stated that the County is in compliance but one (1) area will need to be looked into further. He stated that currently at Clearview there is a six (6) month waiting period to enroll in the health insurance. During this period of time an employee can choose to enroll but pays 100% of the premium, or they can wait and enroll after the six months is completed at which time the employer paid portion of the premium is paid. Rains stated that he will need to discuss this further with Jane Hooper, Clearview Administrator.

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

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Jason E. Roy, Traffic Patrol Officer – 3rd Shift, Sheriff's Department – Patrol Division at $26.35, Pay Grade SSU04, Step 3M18 effective 11-18-14; Michael J. Mosher, Court Security II, Sheriff's Department – Security Division at $18.23, Pay Grade SSU02, Step 1_ST effective 11-17-14; Joseph N. Nicholas, Sergeant – Patrol, Sheriff's Department – Patrol Division at $29.07, Pay Grade SSU08, Step 5M42 effective 01-07-15; Dennis M. Walston, Sergeant-Patrol 1st Shift, Sheriff's Department – Patrol Division at $29.98, Pay Grade SSU08, Step 6M54 effective 01-07-15. STEP INCREASE – UNION: Justin R. Kontny, Traffic Patrol Officer, Sheriff's Department – Patrol Division at $26.30, Pay Grade SSU04, Step 3M18 effective 12-24-14; Duane L. Olbinski, Traffic Patrol Officer, Sheriff's Department – Patrol Division at $26.72, Pay Grade SSU04, Step 4M30 effective 12-20-14; Brian H. Severson, Traffic Patrol Officer, Sheriff's Department – Patrol Division at $26.30, Pay Grade SSU04, Step 3M18 effective 12-11-14. NEW HIRE: Debra M. Brandenburg, Customer Service/Support Specialist, Human Services & Health Department at $12.81, Pay Grade DC02, Step ST01 effective 12-22-14; Amanda E. Hayes, Home and Financial Advisor II, Human Services & Health Department at $16.66, Pay Grade DC04, Step ST01 effective 12-08-14; Matthew E. Shadley, Correctional Officer – Relief, Sheriff's Department – Jail Division at $18.34, Pay Grade DC04, Step ST04 effective 12-03-14. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Dustin J. Becker, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-01-14; David N. Callies, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-01-14; Jeffrey S. Diels, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-01-14; Jeffrey S. Diels, State Patrolman – East, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-02-14; Brian J. Franke, Utility II/Truck Driver, Highway Department at $17.14, Pay Grade DC04, Step ST02 effective 12-01-14; Franklin C. Fredrick, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-01-14; James R. Jahn, Utility II/Truck Driver, Highway Department at $17.14, Pay Grade DC04, Step ST02 effective 12-01-14; David J. Kohls, Utility II/Truck Driver, Highway Department at $17.14, Pay Grade DC04, Step ST02 effective 12-01-14; James H. Pitzlin, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-01-14; Derrick J. Rohde, Utility II/Truck Driver, Highway Department at $17.61, Pay Grade DC04, Step ST03 effective 12-01-14; Douglas J. Schulz, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-05-14; Steven J. Unferth, County Patrolman – East, Highway Department at $21.66, Pay Grade DC04, Step S12A effective 11-12-14; Randall O. Woock, Utility II/Truck Driver, Highway Department at $21.42, Pay Grade DC04, Step S11B effective 12-01-14. STEP INCREASE: Gina M. Steinke, Judicial Assistant/Court/Family, Circuit Courts Department at $18.56, Pay Grade DC04, Step ST05 effective 01-24-15; Michelle M. Kenning, Office Manager, Clerk of Courts Department at $25.75, Pay Grade DC08, Step ST03 effective 01-01-15; Rachel E. Davison, Legal Secretary I, Corporation Counsel Department at $16.00, Pay Grade DC03, Step ST04 effective 01-28-15; Karen S. Schultz, Administrative Assistant, Corporation Counsel Department at $20.18, Pay Grade DC05, Step ST04 effective 01-04-15; Bonnie E. Budde, Chief Deputy County Clerk, County Clerk Department at $20.71, Pay Grade DC05, Step ST05 effective 02-11-15; Joseph M. Meagher, Emergency Management Deputy Director, Emergency Management

Department at $27.79, Pay Grade DC09, Step ST03 effective 01-25-15; Shelby A. Brandsma, Director Family Court Counseling, Family Court Counseling Department at $30.04, Pay Grade DC09, Step ST06 effective 01-01-15; Lori M. Fett, Administrative Assistant – Finance, Finance Department at $19.99, Pay Grade DC04, Step S08B effective 01-22-15; Eileen L. Lifke, Assistant Finance Director, Finance Department at $29.82, Pay Grade DC10, Step ST03 effective 01-01-15; Wallace A. Fett, Foreman, Highway Department at $25.00, Pay Grade DC07, Step ST05 effective 02-01-15; Brian J. Franke, Utility II / Truck Driver, Highway Department at $17.61, Pay Grade DC04, Step ST03 effective 12-02-14; Robert J. Lembke, Center Line Operator, Highway Department at $21.90, Pay Grade DC04, Step S12B effective 02-01-15; Joseph A. Novotny, Equipment Operator, Highway Department at $22.57, Pay Grade DC05, Step S09A, effective 01-31-15; Kenneth W. Schmuhl, State Patrolman, Highway Department at $21.90, Pay Grade DC04, Step S12B effective 01-08-15; Steven J. Unferth, County Patrolman-East, Highway Department at $22.13, Pay Grade DC04, Step S13A effective 01-05-15; John G. Zehren, Equipment Operator, Highway Department at $22.57, Pay Grade DC05, Step S09A effective 01-03-15; Colleen S. Henning, Human Resources Assistant II, Human Resources Department at $21.90, Pay Grade DC04, Step S12B effective 12-18-14; Sandra J. Rossing, HR Secretary, Human Resources Department at $18.95, Pay Grade DC03, Step S11B effective 01-01-15; Erin E. Bussian, Senior Social Worker, Human Services & Health Department at $29.58, Pay Grade DC08, Step S09A effective 02-08-15; Doreen A. Goetsch, HS Supervisor – Long-Term Support, Human Services & Health Department at $31.43, Pay Grade DC10, Step ST05 effective 01-03-15; Kristen M. Korth, Economic Support Aide, Human Services & Health Department at $15.01, Pay Grade DC02, Step S07B effective 01-02-15; Melanie M. Macdonald, HS Supervisor Aging Services, Human Services & Health Department at $32.67, Pay Grade DC09, Step S10A effective 02-12-15; Sallie J. Oechsner, Senior Social Worker, Human Services & Health Department at $29.23, Pay Grade DC08, Step S08B effective 01-11-15; Alyssa R. Schultz, Division Manager–Clinical & Family Services, Human Services & Health Department at $37.93, Pay Grade DC14, Step ST02 effective 11-10-14; Joshua N. Kohlhoff, Network Administrator, Information Technology Department at $34.87, Pay Grade DC11, Step S07A effective 01-01-15; Erin M. Roberts, Database Administrator, Information Technology Department at $35.30, Pay Grade DC11, Step S07B effective 01-01-15; Ben D. Schiffer, Technical Services Specialist, Information Technology Department at $23.72, Pay Grade DC07, Step ST03 effective 01-02-15; Nathan J. Olson, Senior Planner, Land Resources & Parks Department at $29.93, Pay Grade DC08, Step S09B effective 02-11-15; Patrick J. Schoebel, Medical Examiner, Medical Examiner Department at $32.24, Pay Grade DC10, Step ST06 effective 12-19-14; Anthony F. Jezyk, Sr., Maintenance Mechanic, Physical Facilities Department at $20.71, Pay Grade DC05, Step ST05 effective 12-11-14; Arthur A. Elsner, Corporal – Jail, Sheriff's Department – Jail Division at $27.21, Pay Grade DC06, Step S12B effective 02-05-15; Robert G. Kucharski, Corporal – Jail, Sheriff's Department – Jail Division at $26.62, Pay Grade DC06, Step S11B effective 02-05-15; Kevin K. Schultz, Corporal – Jail, Sheriff's Department – Jail Division at $26.08, Pay Grade DC06, Step S11A effective 01-06-15; Trace D. Frost, Captain – Patrol, Sheriff's Department – Patrol Division at $37.56, Pay Grade DC12, Step S07B effective 02-06-15; James A. Ketchem, Lieutenant, Sheriff's Department – Patrol Division at $32.44, Pay Grade DC10, Step ST06 effective 02-14-15; Sheri M. Lotzer, Administrative Secretary III, UW Extension Department at $16.42, Pay Grade DC03, Step ST05 effective 01-21-15. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

a) Disciplinary Actions: Rains informed the Committee that an employee of the Jail was given a three (3) day unpaid suspension for failure to follow policy.

Rains informed the Committee that an employee of Clearview was given a five (5) day unpaid suspension for horseplay on the household.

Rains informed the Committee that an employee of Clearview was given the opportunity to resign in lieu of being terminated. Rains stated the employee chose to voluntarily terminate her employment.

b) Grievances and Arbitrations: Nothing to report.

Future Agenda Items: None.

Closed Session:

Motion by Frohling, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:15 a.m.

Open Session:

Motion by Frohling, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:30 a.m.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **January 6, 2015 and January 20, 2015 at 9:00 a.m.**, in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:32 a.m.

Richard L. Greshay

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 December 19, 2014 held in the Administration Building, Room 4C.

MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt

ALSO PRESENT: Joseph Rains, HR Director; Sarah Eske, HR Analyst; James Mielke, County Administrator; Scott Smith, Chief Deputy; Nancy Pirkey, Labor Attorney, Buelow Vetter Buikema Olson & Vliet LLC.

Motion by Frohling, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:15 a.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Frohling, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:30 a.m.

Richard L. Greshay

Richard Greshay, Secretary

Joseph Marsik, Chair

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