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 Tuesday, September 15, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl

MEMBERS EXCUSED: None

ALSO PRESENT: **James Mielke, County Administrator; Sarah Hinze, Human Resources Director (by Microsoft Teams); Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; David Ehlinger, Finance Director; Russell Freber, Physical Facilities Director; Justin Reynolds, Information Technology Director; David Addison, Manager-Land Information; Karen Gibson, County Clerk; Ed Somers, Administrator/ Executive Director Clearview.**

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

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

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

> Motion by Greshay to approve the minutes of the regular and closed session meeting of September 1, 2020. Second by Hilbert. Motion carried without negative vote.

Hinze presented a report created by Ehlinger regarding post employment health plan sick leave funding transfers through July 31, 2020 in comparison to budget. Based on the report, Ehlinger stated that he recommended to the Finance Committee to change the amount to the general fund with no effect on the tax levy. Ehlinger answered questions from Committee members.

Hinze provided an update on the Employer Sponsored Health Savings Account through Employee Benefits Corporation (EBC) stating that EBC is unable to charge the $25.00 transfer fee to the County. There was discussion regarding the transfer fees and administration fees.

> Motion by Greshay to approve reimbursing the employee $25.00 if the employee chooses to transfer the Health Savings Account with Employee Benefits Corporation (EBC) to another account now through December 31, 2020 and to approve the County discontinue paying the monthly administrative fee beginning January 1, 2021; the monthly administrative fee will be charged to the employee's health savings account by EBC. Second by Schmidt. Motion carried without negative vote.

Hinze provided the Committee with several recommendations from McGrath Human Resources Group for review and consideration including: bilingual pay, longevity pay, establishing the County's procedure for yearly CPI increase recommendations, shift differential, enrollment waiting period for health and dental insurance, implementation of recommended compensation structure, and performance management consulting services. There was discussion regarding each topic.

> Motion by Greshay to approve the bilingual pay rate at $.50 per hour effective October 8, 2020. Second by Schmidt. Motion carried without negative vote.

> Motion by Hilbert to no longer offer longevity to new hires effective October 8, 2020. Second by Greshay. Motion carried without negative vote.

Motion by Schmidt to utilize the Consumer Price Index (CPI) increase recommendations from the Wisconsin Department of Revenue as advised by the Wisconsin Employment Relations Commission (WERC) as a guide for determining annual compensation plan adjustments. Second by Kuehl. Motion carried without negative vote.

Motion by Schmidt make no changes at this time to shift differential pay. Second by Greshay. Motion carried without negative vote.

The Committee participated in the Wisconsin Counties Association sponsored webinar: Collective Bargaining in Difficult Times – Strategy for Success from 10:00 a.m. – 11:30 a.m.

Motion by Hilbert to change the Health and Dental Insurance waiting period to first of the month after 30 days of continuous employment effective January 1, 2021. Second by Kuehl. Motion carried without negative vote.

Mielke provided an update on the 2021 budget as currently proposed which tentatively includes an implementation of the recommended compensation structure effective July 1, 2021 with no cost of living adjustment.

Hinze indicated that based on the McGrath Compensation and Benefit Study priority list that was discussed at the last Committee meeting that she received a proposal from McGrath which was shared with the Committee. The Committee reviewed and discussed the proposal. Hinze indicated that half the project cost could be paid for with funding in the department's 2020 budget and the other half would be budgeted in the 2021 budget. There was discussion regarding the benefits of enlisting the services of an outside entity to assist with this project.

Motion by Hilbert to approve the Performance Management Consulting Service with McGrath Human Resources Group with the funding as proposed pending approval of the 2021 budget. Second by Kuehl. Motion carried without negative vote.

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

One (1) GIS Intern	Land Resources & Parks

Motion by Greshay to approve the Personnel Requisition as presented. Second by Hilbert. Motion carried without negative vote.

There were no leaves for consideration.

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

NEW HIRE – UNION: Torin Tredeau, Deputy Patrol, Sheriff's Office, $31.94, SSU04, ST04, 09/21/2020; Michael Lake, Detective, Sheriff's Office, $32.11, SSU06, ST01, 09/21/2020. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: Derek Tritt, Deputy Patrol, $31.05, 8/3/2020, Sheriff's Office; Ryan Jackson, Deputy Patrol, $33.84, 8/15/2020, Sheriff's Office; Jeremy McCarty, Deputy Patrol, $31.51, 8/21/2020, Sheriff's Office APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Adrienne Redelings, Child Support Specialist, Child Support, $19.15, DC04, ST01, 09/03/2020. NEW HIRE – PART TIME: Ingrid Martinez-Koch, Transportation Driver, Human Services & Health, $12.78, MSC17, ST01, 09/08/2020. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. RECLASSIFICATION: Pennylyn Minnig, Clinician III, Human Services & Health, $33.56, DC07, STMAX, 09/10/2020. PROMOTION: Emily Jorgensen, Crisis Coordinator, Human Services & Health, $34.19, DC10, ST03, 08/27/2020. TEMPORARY ASSIGNMENT: Ashley Sanborn, Disability Benefit Specialist, Human Services & Health, Temporary Increase in Hours, DC05,ST03, 09/01/2020.

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) Grievances and Arbitrations: None to report
c) Hinze provided a 2021 Human Resources Budget update enumerating the items transferred to the Human Resources budget and noting an estimated overall decrease of 7.45%

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Hilbert 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. 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 12:20 p.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 12:30 p.m.

Future Agenda Items: Negotiations, Vacation/PTO sample policy and training

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, October 6, 2020 at 9 a.m. and Tuesday, October 20, 2020 at 9:00 a.m.** and which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson 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

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, September 15, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director Tonia Mindemann, Assistant Human Resources Director.

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Hilbert 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. 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 12:20 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 Hibert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:30 p.m.

Richard L. Greshay
Richard Greshay, Secretary

Joseph Marsik, Chairperson

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