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, May 21, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

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

ALSO PRESENT: Joseph Rains, Human Resource Director; Sarah Eske, Human Resource Analyst; James Mielke, Dodge County Administrator; Peter Thompson, Assistant Highway Commissioner; Russell Kottke, County Board Chair; Leann Schultz, Insurance and Benefits Coordinator.

Meeting called to Order by Chair Maly at 10:00 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 Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

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

Motion by Frohling to approve the minutes of the May 7, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Ballweg. Motion Carried.

Rains indicated that the Committee deferred a request from an employee of Clearview to enroll a dependent in the dental insurance after the expiration of the initial enrollment period. Rains distributed a copy of the Summary Plan Description for the Dental Insurance and indicated that all employees receive this document at the time of their benefit orientation meeting with Schultz. Rains and Schultz explained that the employee did not enroll this dependent within the 30-day enrollment period and is now asking to enroll in the dental insurance. Schultz informed the Committee that the employee did not contact her and that she asked Angi Zilliox, Clearview Human Resource Specialist, if she informed the employee in writing that she was to contact Schultz. Zilliox indicated that she verbally informed the employee. Rains stated that from this point forward he has directed Zilliox to provide employees who are going on a leave of absence with a written statement that they need to discuss their benefits with our Insurance and Benefits Coordinator. The Committee held a lengthy discussion regarding the facts of the request and the Summary Plan Document for the Dental Insurance.

Motion by Greshay to deny the request. Second by Marsik. Motion carried.

Rains distributed a newsletter from Employee Trust Funds (ETF), which gave information regarding the upcoming implementation of the Affordable Care Act. He stated that he would keep the Committee informed as new information becomes available.

Thompson addressed the Committee regarding proposed starting wages for two prospective employees to fill two Utility II/Truck Driver vacancies. He indicated that candidate "A" is a former employee of the Highway Department. The employee resigned to work at a family business and after having worked there for about 4 months has decided it is not for him. Thompson stated that he left Dodge County employment in February, 2013. Thompson indicated that when he left he was making \$21.37 per hour; which is a red-circled rate of pay under the new pay scale. Thompson stated that based on the fact that this candidate was a good employee and would require little to no training he is requesting a starting wage of Pay Grade 3, Step 10B at \$18.52. Thompson went on to explain that candidate "B" comes with twelve (12) years of experience with the Village of Menomonee Falls. Thompson indicated that because of this experience he is recommending a starting wage of Pay Grade 3, Step 5 at \$16.42. The Committee discussed the requests at length.

Motion by Marsik to approve the recommendations of both starting wages. Second by Frohling. The Committee continued to discuss the starting wage for candidate "B" stating that they would be in favor of granting some flexibility to go up to the control point if the Commissioner needed to. Marsik revised his motion to include the approval of the recommendations for both starting wages with the Commissioner's ability to go up to the control for candidate "B". Second by Frohling. Motion carried.

Mielke distributed an Employer Agreement document from Boston Mutual. Mielke indicated that Boston Mutual brought to his attention that the County had not signed the employer agreement. Mielke indicated that County Board Supervisor Marose held a press conference regarding his disapproval of the benefit presentations held on County time. Mielke stated that this is not the first voluntary benefit that the County has offered to employees. Rains stated that the County offers a voluntary long-term disability plan, and through ETF employees can voluntarily enroll their spouse and children in life insurance provided the employee pays the full premium for them. Employees are required to meet with the Insurance and Benefits Coordinator at orientation, which is on County time. Mielke stated that he also spoke with County Board Supervisor Berres regarding an open records request he made for the total cost of the 15-minute presentations. He stated that after clarifying the request Mielke has directed the Finance Department to calculate total payroll and benefits costs for one (1) day. Mielke indicated that the committee would need to approve the Employer Agreement with Boston Mutual and decide who will sign it.

Motion by Ballweg to approve the Employer Agreement with Boston Mutual and that Mielke shall sign the document. Second by Frohling. Motion carried.

Personnel Requisitions: None.

Leave of Absence: None.

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

<u>NEW HIRE – UNION</u>: None. <u>RE-HIRE – UNION</u>: None. <u>RECLASSIFICATION – UNION</u>: None. <u>STEP INCREASE – UNION</u>: None. <u>NEW HIRE</u>: None. <u>RE-HIRE</u>: None. <u>LIMITED TERM/SEASONAL</u>: Terry J. Johnston, Alcohol Court Assistant Coordinator, Circuit Court Department at \$15.58, Pay Grade DC03, Step ST03 effective 05-06-13; Kenneth A. Lindegarde, Alcohol Court Coordinator, Circuit Court Department

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at \$17.61, Pay Grade DC04, Step ST03 effective 05-06-13. <u>RECLASSIFICATION</u>: None. <u>STEP INCREASE</u>: None. <u>NON-SCHEDULED INCREASE</u>: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

HR Director's Report

- a. Disciplinary Actions: None.
- b. Grievances and Arbitrations: Rains informed the Committee that Sworn Union has indicated they will be filing for arbitration regarding Grievance 13-01 which the Committee heard at the last meeting.
- c. Worker's Compensation: No report.

Future Agenda Items: None.

Future Meeting Dates and Times:

Due to the Fourth of July holiday, it was the consensus of the Committee to change the July regular meeting dates from July 2 and 16, 2013 to July 9 and 23, 2013. Ballweg indicated he would not be at the June 4, 2013 meeting.

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **June 4 and 18, 2013 and July 9 and 23, 2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:28 a.m.

Richard Greshav, Secretary

Donna Maly, Chair

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