## **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, August 20, 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 and Marsik

**MEMBER EXCUSED: Greshay** 

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Jane Hooper, Clearview Administrator; Ruth Otto, Director of Information Technology; Russ Freber, Director of Physical Facilities; Melanie Macdonald, Human Services Supervisor; Patricia Ninmann, Sheriff; Scott Smith, Chief Deputy; Trace Frost, Patrol Captain; Nancy Pirkey, Labor Attorney; David Dorn, Staff Representative.

**ASFME Council 40.** 

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present, expect for Greshay who was excused.

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

Motion by Marsik 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 August 6, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Marsik. Motion Carried.

Mielke informed the Committee that a meeting was held with Hooper and Freber to discuss the possibility of combining the Clearview maintenance department with the Physical Facilities Department. Mielke stated that it was his recommendation to keep the departments separate at this time. He further stated that both the departments will work together to find efficiencies and money saving opportunities. Frohling and Ballweg stated that although they would have preferred the two departments combine, they felt the goal of finding efficiencies and money saving opportunities was ultimately reached.

Otto explained that in regard to the County Board resolution that will be considered this evening, there was a change in the effective date to September 1, 2013 for the IT Trainer/Social Media Coordinator position. She stated that the remaining positions would be effective on January 1, 2014. Eske explained that we received the labor grade recommendations from Carlson Dettmann for the proposed new positions of Database Administrator to be placed in grade 11, the IT Trainer/Social Media Coordinator to be placed in grade 8, and the Technical Services Lead to be placed in grade 8. Eske further stated it was Carlson Dettmann's recommendation to keep the Network Administrator position in grade 11.

Motion by Ballweg to approve the labor grade recommendations as presented. Second by Marsik. Motion carried.

Eske explained that we also received the labor grade recommendation from Carlson Dettmann for the proposed Accountant position at Clearview to be placed in grade 9. She stated that currently the Accountant position is in grade 7. Hooper explained that additional responsibilities and duties were added to the position which includes serving as back up to the Director, and admissions duties.

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

Rains informed the Committee that the agenda item for a request to carry over vacation was withdrawn.

The Committee reviewed the Orientation Period Reports as presented.

Leave of Absence: None.

The Committee reviewed the Personnel Requisitions.

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

One (1) Deputy Clerk of Courts-F.T., Clerk of Courts Department.

One (1) Transportation Program—Transportation Driver-P.T. <20hrs./wk., Human Services & Health Department.

Committee Member Reports: None to report.

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

NEW HIRE - UNION: Taylor T. Nehls, Traffic Patrol Officer, Sheriff's Department -Patrol Division AT \$25.35, Pay Grade SSU04, Step 1 ST effective 08-19-13; Edward W. Oestreich, Court Security Officer II, Sheriff's Department – Security Division at \$18.23, Pay Grade SSU02, Step 1\_ST effective 08-05-13. RE-HIRE - UNION: None. RECLASSIFICATION - UNION: Carmen J. Micale, Jr., Sergeant, Patrol Division, Sheriff's Department – Patrol Division at \$27.94, Pay Grade SSU08, Step 4M30 effective 08-06-13. STEP INCREASE - UNION: None. NEW HIRE: Reggie L. Hummelmeier, Transport Officer - Occasional, Sheriff's Department - Jail Division at \$17.96, Pay Grade MSC37, Step 01<sup>ST</sup>, effective 08-01-13. **LIMITED** RE-HIRE: None. TERM/SEASONAL: Helen E. Schmidt, Child Support Aide - LTE, Child Support Department at \$12.81, Pay Grade DC02, Step 01 effective 08-22-13. RECLASSIFICATION: Diane L. Coulter, ADR Specialist II, Human Services & Health Department at \$22.85, Pay Grade DC06, Step ST05 effective 01-06-13; Amarilys Rodriguez, Economic Support Specialist II, Human Services & Health Department at \$18.64, Pay Grade DC05, Step ST01 effective 08-06-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE - 08/20/13

Dorn asked to postpone the hearing regarding Sworn Union Grievance #13-02 until the next meeting because there had been a change in union leadership and as a result, there was a possible miscommunication about the date of this grievance. Neither the grievant nor any officer of the Sworn Union were present at this meeting. The Committee discussed the request. It was the consensus of the Committee to continue with the grievance hearing.

The Committee heard testimony regarding Sworn Union Grievance #13-02 regarding payout of vacation at retirement for an employee who was hired prior to January 1, 1979, filed by the Sworn Union, Local 1323-B.

Present for the union: David Dorn - Staff Representative.

Present for Management: Nancy Pirkey, Labor Attorney, Patricia Ninmann, Sheriff; Scott Smith, Chief Deputy; Trace Frost, Patrol Captain.

The Committee heard testimony from both parties and discussed the grievance.

Motion by Ballweg to deny the grievance. Second by Frohling. Motion carried.

The Committee next discussed the agenda item Ballweg asked to have on the agenda regarding a bidding process for health insurance. Ballweg had asked Mr. Alan Campbell from Stone Zephyr to be present to answer questions the Committee might have about a potential bidding process. The Committee held a lengthy discussion along with a question and answer session. Campbell indicated that a consultant would be needed to gather information from the current HMO's regarding Dodge County's health insurance experience. He stated that this could cost the County \$100,000-\$200,000 in consultant fees. Mielke stated that he would like to see the 2014 rates from ETF before discussing adding money into the budget for 2014 for consulting services.

Rains indicated that the Performance Review Advisory Committee reviewed a form that he put together and discussed the supervisory instructions for completing the form. He indicated that the Committee is at a point where they may not need to meet again. He stated that he will be making the changes to the form and instructions and email that to the members of the Committee for their final review. Rains stated that he has started to look at training options for Department Heads, Managers, and Supervisors. He stated that he would meet with Katie McCloskey about training schedules and cost from Carlson Detmann. He stated he would have further discussion with the Committee about training supervisors and department heads.

## **HR Director's Report**

a. Disciplinary Actions:

Rains informed the Committee that an employee of the Clerk of Courts office was terminated for failure to meet performance standards. He stated that this employee recently had her orientation period extended for a second time.

b. Grievances and Arbitrations:

Rains advised the Committee that still has not heard anything from the Arbitrator regarding the Sworn arbitration date and time.

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Rains informed the Committee that he has received a letter indicating that the Sworn Union wishes to negotiate a successor agreement for 2014 and beyond.

# c. Worker's Compensation:

None.

## Future Agenda Items:

Discussion regarding budgeting for consultant fees to assist with the bidding process for health insurance.

# Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are September 10, 2013 at 10:00 a.m. and September 25, 2013 at 4:00 p.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 12:35 p.m.

Richard Greshay, Secretary

Donna Maly, Chair 🖊

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