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, February 4, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

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

MEMBER EXCUSED: Frohling

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist; Leann Schultz,

Insurance and Benefits Coordinator; Jane Hooper, Clearview

Administrator.

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

Roll call was taken. All members present except Frohling 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 Greshay. Motion carried.

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

Motion by Ballweg to approve the minutes of the January 21, 2014 regular meeting and closed session of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried. Marsik abstained.

Rains informed the Committee that he, Schultz and Eske had a meeting with a representative from Delta Dental regarding the possibility of an open enrollment and what special parameters could be established with the open enrollment. Rains explained that, according to the Delta Dental representative, there are no regulations under the Affordable Care Act that effect enrollment periods and waiting periods for dental insurance. He distributed a spreadsheet that estimated the additional costs of providing an open enrollment in 2014 and what those continuing costs could be in 2015. Rains answered questions from Committee members regarding the spreadsheet. Rains stated that the County's dental insurance is a self-insured program and that Delta Dental indicated the County could set the parameters regarding the open enrollment. Rains indicated that the Committee wanted to explore the possibility of an open enrollment period and that the employees would pay the full premium for the first 6 months. Rains stated that if an open enrollment period could be established for this year with an effective date of July 1, 2014, the employees who enroll during this open enrollment period will pay the full premium through December 31, 2014 and that the premiums would be pro-rated for parttime employees. Rains stated that by setting this parameter there would be no impact to the 2014 budget.

Motion by Greshay to approve an open enrollment period for the dental insurance, without establishing a practice or precedent, and allow the Human Resources Department to establish the timelines for enrollment prior to the effective date of July 1, 2014. Second by Ballweg. Motion carried.

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

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

One (1) Director of Emergency Management F.T., Emergency Management Department

One (1) Deputy Director Emergency Management F.T., Emergency Management Department

One (1) Summer 4-H and Youth Agent – Seasonal, U. W. Extension Department

Leaves of Absence: None.

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

<u>NEW HIRE - UNION</u>: Darrick J. Novobielski, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.35, Pay Grade SSU04, Step 1 ST effective 02-10-RE-HIRE - UNION: None. RECLASSIFICATION - UNION: None. STEP <u>INCREASE – UNION</u>: None. <u>NEW HIRE</u>: Alice M. Kochanski, Receptionist II – HHS, Human Services & Health Department at \$12.81, Pay Grade DC02, Step ST01 effective 02-04-14. RE-HIRE: Brenda R. (Klink) Goldade, Child Support Specialist II, Child Support Department at \$18.59, Pay Grade DC05, Step ST01 effective 01-28-14. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Steven M. Boyd, Correctional Officer - Relief, Sheriff's Department - Jail Division at \$16.91, (Shift Change), Pay Grade DC04, Step ST01 effective 01-15-14; Karen A. Hanson, Typist II – Part-time, Veteran Services Department at \$17.15 (Status Change Only), Pay Grade TSU05, Step 6M54 effective 01-01-14. STEP INCREASE: Chad D. Bader, Mechanic, Highway Department at \$22.85, Pay Grade DC06, Step ST05 effective 03-06-14; Daniel J. Brozek, Welder, Highway Department at \$22.27, Pay Grade DC06, Step ST04 effective 03-12-14; Eunice A. Berndt, RN Case Manager, Human Services & Health Department at \$26.45, Pay Grade DC08, Step ST04 effective 03-07-14; Carrie J. Bunker, Account Clerk III, Human Services & Health Department at \$18.56, Pay Grade DC04. Step ST05 effective 04-11-14; Amy J. Cook, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 03-09-14; Jacquelyn M. DeLaRosa, Economic Support Specialist I, Human Services & Health Department at \$17.14, Pay Grade DC04, Step ST02 effective 03-26-14; Erin M. Falcon, Economic Support Specialist I, Human Services & Health Department at \$17.19, Pay Grade DC04, Step ST02 effective 03-18-14; Judith R. Kaspar, Psychiatric Therapist II, Human Services & Health Department at \$30.79, Pay Grade DC09, Step S07B effective 02-28-14; Sara R. Mills, Disability Benefit Specialist II, Human Services & Health Department at \$22.27, Pay Grade DC06, Step ST04 effective 03-19-14; Jacqueline N. Oestreich,

Account Clerk II, Human Services & Health Department at \$18.10, Pay Grade DC03, Step S09B effective 03-08-14; David D. Overshiner, Counselor III, Human Services & Health Department at \$23.08, Pay Grade DC07, Step ST02 effective 03-15-14; Jaclyn A. Wendlandt, Typist II, Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 03-23-14; David L. Braunschweig, Watershed Project Technician, Land Conservation Department at \$26.66, Pay Grade DC06, Step S12A effective 04-01-14; Joseph E. Giebel, Manager Code Administration, Land Resources & Parks Department at \$36.59, Pay Grade DC11, Step S09A effective 03-14-14; Steven M. Boyd, Correctional Officer-Relief, Sheriff's Department – Jail Division at \$17.39, Pay Grade DC04, Step ST02 effective 02-22-14; Marlene K. Cigelske, Deputy Treasurer, Treasurer's Department at \$18.10, Pay Grade DC03, S09B effective 03-21-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Report as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: None.
- b) <u>Grievances and Arbitrations</u>: Rains informed the Committee the Sheriffs Sworn step increase arbitration is tentatively scheduled for February 20, 2014.

Rain informed the Committee that no date has been established for the Sheriff's Sworn contract negotiations.

Rains informed the Committee that he is waiting to hear back from Arbitrator Bill Houlihan to confirm he will be able to serve as the Independent Hearing Officer in the matter regarding a termination of employment at Clearview.

Future Agenda Items:

Discussion and Consideration of Salary for the Sheriff and Clerk of Courts. Discussion Regarding the Health Insurance Consultant.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are:

February 18, 2014 and March 4, 2014 at 10:00 a.m. in room 4C of the Administration Building.

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Meeting adjourned by order of the Chairperson at 10:50 a.m.

Richard Greshay, Secretary

Donna Maly, Charperson

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