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, March 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, Frohling, Greshay and Marsik.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Patricia Ninmann, Sheriff; Jay Westhuis, Jail Programs Specialist; Mark Grams, Veteran's Service Officer; Jeff Schmidt, County Board Supervisor.

Meeting called to Order by Chairperson 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 Marsik. Motion carried.

Maly asked if anyone present had any public comments. Schmidt addressed the Committee regarding some issues he thought the Committee would be interested in hearing. Schmidt explained that he went on a ride-a-long with a Sheriff's Deputy and did a job shadow at the Jail. He stated he also met with the Jail Administrator. He stated that there is a great concern throughout the Department regarding the starting wage for Correctional Officers. He stated that he feels the Committee should look at this as there is a concern for attracting qualified candidates to this position. He also mentioned the Utility II/Truck Driver position at the Highway Department and asked that the Committee look at this position as well. He went on to state that there are some issues with the pay for performance plan regarding the round up to go from a 2 to a 3 or 4. He explained that the round up number seems to be too high. He stated that, for example, the round up number to go from a 2 to a 3 is currently 2.85. Maly thanked him for his thoughts and concerns and stated that the pay for performance plan is a living program that is in its infancy and it is something the Committee will be reviewing on an on-going basis. Schmidt stated that he really enjoyed his time with the employees of the Sheriff's Department and stated that it was well worth his time and encouraged others to do the same. He stated that there is a great group of employees in that Department.

Motion by Marsik to approve the minutes of the February 18, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Ballweg. Motion carried.

Eske explained that a recommendation came back from Carlson Dettmann to place the Treatment Alternatives and Diversion (TAD) Director into labor grade eight (8). She stated that they are also recommending that this position be designated as a non-exempt position. Eske stated that when compared to other positions in this grade this recommendation is appropriate. Eske further

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stated that Carlson Dettmann recommended that this position be re-evaluated after some time has passed as this is a new position for the County.

Motion by Greshay to approve the recommendation as presented. Second by Ballweg. Motion carried.

Rains distributed the resolution to establish the Sheriff's and the Clerk of Courts salaries for the next four (4) year term, including salary amounts determined by the Committee at their last meeting. Rains pointed out that the resolution confirms that the Sheriff is in the protective status category for WRS purposes and that the Clerk of Courts is in the elected status category for WRS purposes. He further stated that the resolution also confirms that Health, Dental and Life Insurance premiums paid by the elected officials are not considered to be a reduction in the total compensation for these elected officials.

Motion by Ballweg to approve the resolution to go before the County Board at the next meeting. Second by Marsik. All members present signed the resolution.

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

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

One (1) Mechanic, F.T., Highway Department

Eight (8) Seasonal Employees, Highway Department

One (1) Meal Site Manager P.T. < 20 hrs/wk (15 hrs.), Human Services & Health Department

One (1) Meal Site Manager P.T. < 20 hrs/wk (9 hrs.), Human Services & Health Department

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

One (1) Maintenance Mechanic, F.T., Physical Facilities Department

One (1) Typist II (Administrative Secretary II) P.T. +20 hrs/wk, Veteran Services Department

Leaves of Absence: None.

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

NEW HIRE – UNION: None. <u>RE-HIRE – UNION</u>: None. <u>RECLASSIFICATION – UNION</u>: None. <u>STEP INCREASE – UNION</u>: None. <u>NEW HIRE</u>: Amy L. Hopp, Deputy Medical Examiner, Medical Examiner Department at \$84.12/viewing, Pay Grade ME0006, Step 01ST, effective 12-18-13; Ryan A. Meyer, Correctional Officer – Relief, Sheriff's Department – Jail Division at \$16.91, Pay Grade DC04, Step ST01 effective 03-17-14. <u>RE-HIRE</u>: None. <u>LIMITED TERM/SEASONAL</u>: None. <u>RECLASSIFICATION</u>: Erin M. Falcon, Economic Support Specialist II, Human Services & Health Department

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at \$18.64, Pay Grade DC05, Step ST01 effective 03-18-14; Kevin J. Nakielski, Database Administrator, Information Technology Department at \$30.14, Pay Grade DC11, Step ST01 effective 02-24-14. <u>STEP INCREASE</u>: Gina M. Steinke, Judicial Assistant-Courts/Family Court, Circuit Court Department at \$18.09, Pay Grade DC04, Step ST04 effective 01-24-14; Patricia D. Kittleson, Legal Assistant, District Attorney Department at \$19.28, Pay Grade DC04, Step S07A effective 03-19-14. <u>NON-SCHEDULED INCREASE</u>: None.

The Committee reviewed the Orientation Period Report as presented.

Committee Member Reports: None.

HR Director's Report:

- a) <u>Disciplinary Actions</u>: Rains informed the Committee that a Department Head was issued a warning letter for insubordination.
- b) Grievances and Arbitrations: Rains informed the Committee the Sheriffs Sworn step increase arbitration was held on February 20, 2014. He stated that prior to going into the arbitration WERC Staff Member Houlihan, who was jointly selected by the County and the Union to serve as Arbitrator, asked the parties if they wished to enter into mediation to reach a voluntarily settlement. Rains stated that a voluntary settlement was reached and Labor Attorney Nancy Pirkey will be drafting the settlement agreement. Rains stated that he will work with Finance to determine the back pay amounts for the five (5) employees affected by the settlement agreement.

Rains informed the Committee that he received dates from Arbitrator Bill Houlihan regarding an IHO hearing in the matter of the termination of a Clearview employee. He stated he has replied and is waiting for David Dorn, AFSCME Staff Representative, to confirm which dates he and the grievant are available.

Rains stated that the dates of March 12, 19, or 26 have been proposed for the initial proposal exchange with the Sworn union for negotiations and that he is waiting for David Dorn, AFSCME Staff Representative to confirm which dates he and the union are available.

Rains informed the Committee that the employee from Human Services and Health who was recently terminated has filed a grievance and that it is working its way through the initial stages of the grievance procedure.

c) The Committee discussed the concerns brought forth by Supervisor Schmidt. Maly indicated that the Committee will continue to evaluate and review the pay for performance plan.

Future Agenda Items: Discussion regarding Health Insurance Consultant.

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Future Meeting Dates and Times: It was the consensus of the Committee to move the April 15, 2014 meeting to April 14, 2014 at 10:00 a.m.

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: Tuesday, March 18, 2014; Tuesday, April 1, 2014 and Monday, April 14, 2014 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:05 a.m.

Richard Greshay, Secretary

Donna Maly, Chairperson

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