



The mission of Douglas County is to provide cost-effective services, with equal access to all citizens; to continue and enhance partnerships; to responsibly manage our resources and plan for the future.

AGENDA FOR THE EMPLOYEE RELATIONS COMMITTEE

AGENDA

Tuesday, March 12, 2019, 9:30 a.m., Room 207-C, Courthouse

MEMBERS: Vacant*

Tracy Middleton *

Charlie Glazman

Bob Hanson

Cheryl Hanson (Donadee Cain)

Michael Stein (Ashley Engelman)

Alex Rowe

Vacant (Social Workers)

Tracy Ruppe (Kathy Ronchi)

Peter Clark

Kaci Lundgren

Holly Mortenson (Melissa Pratt)

Cory Knutson (Deputies)

Tiffany Jenner

Vacant (Jailers)

Lisa Freier (Nurses)

*Committee Co-coordinators; alternate listed in parentheses

1. Review of December, 2018 minutes
2. Review of Employee Relations By-Laws
3. Spring Picnic
4. Wheelchair Update
5. Follow-up on Holiday Party
6. Feedback on Employee Evaluations
7. Future Agenda Items
8. Employee of the Quarter

REMINDER: If you are unable to attend meeting, please contact your alternate to attend in your absence and call Human Resources at extension 1249 so the co-coordinators can be updated as to who will be in attendance.

**C: Superior Telegram (snelson@superiortelegram.com)
Douglas County Clerk**



Douglas County Employee Relations Committee By-Laws

Douglas County established an Employee Relations Committee October 6, 1992.

MISSION STATEMENT

To create a positive atmosphere by fostering a working environment of trust and honesty, utilizing the strengths of all employees with a healthy respect for teamwork needed to reach common goals, through open communication, problem solving, and information sharing.

MEMBERSHIP

The committee shall consist of employees representing the following areas:

Labor

- 1 person representing Bldg. & Grounds
- 1 person representing Clerical/Technical
- 1 person representing Deputies
- 1 person representing Jailers
- 1 person representing Health & Human Services
- 1 person representing Highway
- 1 person representing Child Support
- 1 person representing Forestry
- 1 person representing Emergency Management

Management

- 2 Department Managers/Supervisors
- 2 County Board Supervisors
- 1 Administration

All representatives may have alternates. Alternates are expected to participate in the absence of their designated representative.

Committee members shall serve for a minimum two (2) year term. Members may be designated or reappointed for multiple terms.

ROLE OF COMMITTEE MEMBERS

Before each meeting

- Reread the minutes of the previous meeting as a check on whether or not you have completed all tasks assigned
- Make necessary arrangements to avoid being called out of the meeting
- Plan so that you can get to the meeting on time
- Be clear on the agenda and/or what you want to place on the agenda
- Be prepared with any materials/data needed
- If you must be absent, prepare your alternate to act in your stead

During the meeting

- Submit your items for the agenda
- State opinions and feelings honestly and clearly
- Stay on the agenda item being considered and help others do the same
- Participate actively
- Assume responsibility for making the process work effectively
- Ask questions
- Keep the group on track
- Call for decisions when it seems you have reached one
- Clarify statements of others
- Summarize
- Listen
- Get the agenda set quickly
- WORK
- Protect the rights of others to have their opinions/feelings heard
- Think creatively about solutions that might resolve conflict
- Avoid communications that disrupt the group
- Keep notes on things you agree to do after the meeting
- Keep asking yourself: “What, right now, would help this group move ahead and get this problem solved? How can I help?”

After the meeting

- Carry out assignments and responsibilities/commitments
- Pass on to your subordinates decisions/information that they should know about
- Keep confidential anything said or done in the meeting except the final decision
- Refrain from complaining about a decision that you agreed to
- Refrain from “out of meeting appeals” to the leader – say it in the meeting
- Don’t appeal to the leader to reverse a decision made at the meeting

COMMITTEE OFFICERS

One (1) member representing management and one (1) member representing labor will serve as committee and meeting coordinators. They will serve in this capacity for one (1) year. One coordinator will be elected at the June meeting and one coordinator will be elected at the December meeting by committee members.

Committee coordinators will consult Human Resource Department staff in regard to scheduling and preparation of meeting agendas and the notification of committee members of upcoming meetings. Coordinators will facilitate Employee Relations meetings.

COMMITTEE MEETINGS

Employee Relations Committee meetings will be held at least quarterly on the second Tuesday of the month or as determined by committee coordinators. Meetings will be scheduled when appropriate in accordance with County policy and when significant agenda items require timely action.

The length of the meetings will be no longer than two (2) hours and held at a convenient time determined by committee coordinators. Meetings will be held in the months of March, June, September, and December.

QUORUM

A quorum for meeting purposes, as defined by the committee, shall be one-third of the committee membership.

ACTIONS BY THE COMMITTEE

Committee decisions are by consensus only. Committee decisions are recommendations. Recommendations are non-binding on the parties.

COMMITTEE AGENDA

Committee items can be determined for the next meeting at the end of the committee's regular meeting, preferably by consensus.

Committee coordinators shall finalize the agenda along with the processes and methods for the facilitating of the committee meetings.

BY-LAW REVISIONS

The By-Laws of the committee can be reviewed and amended with committee consensus at any time.

Revised: September, 2013