



AGENDA FOR THE EMPLOYEE RELATIONS COMMITTEE

AGENDA

Tuesday, September 10, 2019, 9:30 a.m., Room 207-C, Courthouse

MEMBERS: Tracy Middleton*	Kathy Ronchi
Kaci Lundgren*	Peter Clark
Jean Hale	Charlie Glazman
Alex Rowe	Tiffany Jenner
Holly Mortenson (Melissa Pratt)	Emily Tribby
Julianna Polson	Stacey Minter
Char Kastern-Turnboom	Heidi Meyer
Carol Jones	

*Committee Co-coordinators; alternate listed in parentheses

1. Review of June, 2019 minutes
2. Merit Rewards
3. Responses to Judge Glonek's Safety Committee
4. Review of informational items draft and purpose of statement for the committee
5. Holiday party
6. Future Agenda Items
7. 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**

**EMPLOYEE RELATIONS COMMITTEE
DOUGLAS COUNTY
Tuesday, June 11, 2019, 9:30 a.m., Courthouse Room 207-C
1313 Belknap Street, Superior, Wisconsin**

Meeting was called to order at 9:31 a.m. by Middleton.

REVIEW OF MARCH 2019 MINUTES

No revisions; minutes accepted.

COURTHOUSE CELEBRATION

Middleton states an unofficial group, not a committee, has been established to document ideas and concerns. June 18th of 2020 has been tentatively established as the date of the celebration, the unofficial group will meet on Friday June 14th for a casual discussion. Ideas for the celebration should be submitted to Middleton for review.

REVIEW OF EMPLOYEE RELATIONS BY-LAWS

Lundgren reviewed by-laws and made corrections, stated that the by-laws were simplified. Further edits will be discussed by the committee with the County Clerk. Ronchi asks about a Statement of Purpose for the committee, as well as an informational page to be distributed to new members. Lundgren will draft informational page and purpose statement for next meeting.

EMPLOYEE TRAINING OPPORTUNITIES

Corbin states employee training will be taking place in September. Reasonable suspicion training is finalized; other training could include a Windows 10 walk through and customer service. Further training brought up by committee members included administration of Narcan, CPR/AED, and personal safety. Committee is asked to reach out to HR or Admin with ideas.

OTHER BUSINESS

Minter states there is no disability access in the jail, suggests placing a push button on the door to the jail, Corbin will discuss the issue with Risk Management. Lundgren states the venue for the 2019 Holiday party has been reserved. Corbin and Doucette state merit rewards are supposed to go through County Board meeting in June, and should be paid out possibly in July.

FUTURE AGENDA ITEMS

Merit rewards

Responses to Judge Glonek's Safety Committee

Review of informational items draft and purpose of statement for the committee

Holiday party

EMPLOYEE OF THE QUARTER

One nomination was received, selection committee accepted nomination.

Next meeting September 10, 2019 at 9:30 a.m. in Courthouse Room 207-C.

Meeting was adjourned at 10:00 a.m. by Middleton.

Respectfully submitted,

Melissa Pratt, Human Resource Department Representative/Recording Secretary



DOUGLAS COUNTY EMPLOYEE RELATIONS COMMITTEE NEW MEMBER GUIDELINES

- Agendas are typically published seven (7) days prior to the meeting date;
- If you have a suggestion for an agenda item, contact the coordinator(s). Suggestions may come from co-workers, managers, past conversations, past experiences, etc.;
- If you cannot attend a meeting, notify the coordinator(s) or contact your alternate(s) to attend;
- Review agenda prior to meeting to discuss or provide input on items;
- Only items on agenda are to be discussed at meeting; and
- Prepare solutions for any conflict/problem that may be listed on agenda.

AS A REMINDER

- Be respectful of others' opinions
- Refrain from complaints with no possible solution
- Think creatively about potential solutions
- Ask questions
- Clarify and summarize before responding to questions



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, department managers, administration personnel and County Board Supervisors interested in serving and being a voice for fellow employees by presenting new ideas and suggestions for a more positive and cooperative work environment. ~~representing the following areas:~~

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<u>Labor</u>	<u>Management</u>
1 person representing Bldg. & Grounds	2 Department
Managers/Supervisors	1 person representing Clerical/Technical
Supervisors	2 County Board
1 person representing Deputies	1 Administration
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	

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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 by the Douglas County Administrator for multiple terms.

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COMMITTEE PURPOSE

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The Employee Relations Committee exists to address employee concerns and/or ideas regarding workplace policy, environment, procedure, and/or events. Members of the committee may suggest items be placed on an agenda by notifying coordinators more than 7 days prior to the meeting; coordinators will determine its relevancy. Items may be referred to appropriate committee(s) for further approval.

~~ROLE OF COMMITTEE MEMBERS~~

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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 employees ~~labor~~ will serve as committee and meeting coordinators. They will serve in this capacity for two (2) years, or the length of their appointments to the committee, one (1) year. ~~Coordinators will be elected in June, bi-annually by committee members, and may be selected for multiple terms. One coordinator will be elected at the June meeting and one coordinator will be elected at the December meeting by committee members.~~

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COMMITTEE AGENDA

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.

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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 quarterly (e.g. March, June, September, December) as determined by committee coordinators. ~~Meetings will be held in the months of March, June, September, and December.~~

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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.~~

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

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BY-LAW REVISIONS

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

Revised: ~~September, 2013~~ September 2019