

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 4, 2011
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Trent Miner, Peter Hendler, Donna Rozar, Lance Pliml, Jeff Conradt

OTHERS PRESENT: Dennis Polach, Ed Reed, Paula Tracy, Kelly Zenz, Gary Popelka, Jason Gruenberg, Sue Kunferman, Angel Butler-Meddaugh, Robert Moore, Karen Kubisiak, Mike Martin, Terry Rickaby, Shelly Fleury

BUSINESS

Public Comment – None

Consent Agenda – No comments, questions, or corrections were voiced.

Motion (Pliml/Rozar) to approve the consent agenda. Motion carried unanimously.

Human Resources

Motion (Conradt/Rozar) to go into closed session at 8:02 a.m. pursuant to §19.85(1)(e), Wis. Stats., to discuss collective bargaining negotiations with:

- **Local 344, Wood County Parks Employees**
- **Local 344, Wood County Highway Employees**
- **Local 1751, Norwood Health Center Employees**
- **Local 2486, Wood County Courthouse Employees**
- **Local 2486P, Wood County Courthouse, Social Services and Unified Services Employees**
- **SEIU Healthcare Wisconsin, (Edgewater Haven Nursing Home employees)**
- **Local 5037, Wood County Nurses Council**
- **WPPA, Deputy Sheriffs Association.**
- **Teamsters, Local 662 (Norwood Nurses)**

Roll call vote: Pliml, aye; Conradt, aye; Hendler, aye; Rozar, aye; Miner, aye. Motion carried.

Motion (Rozar/Hendler) to return to open session at 8:25 a.m. Motion carried unanimously.

Kelly Zenz discussed implementing a 5/2, 5/3 schedule for the Dispatchers that would reduce hours for each Dispatcher from 2,184 (each currently receives 13 Kelly days to bring hours down to 2,080) to 1,947 annually. Kelly days would be eliminated and overtime would be calculated at any hours worked over 40 in a week. The current policy defines 2,015 hours eligible for full-time benefits. Zenz requested an exemption that the 1,947 be considered as full-time for benefits for the 5/2, 5/3 shift.

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Motion (Conrad/Rozar) to approve the 5/2/, 5/3 Dispatcher schedule and that the 1,947 be an exception from the rule and be considered as full-time benefits for that shift. Motion carried unanimously.

Several years ago a Dispatcher FTE was eliminated. Kelly Zenz requested an additional Dispatcher FTE, bringing the number to 21.

Motion (Conrad/Hendler) to approve one additional Dispatcher FTE, effective January 1, 2012. Motion carried unanimously.

The Planning and Zoning department had a full-time Clerk I position that was reduced to part-time in 2006 due to funding. Gary Popelka and Jason Gruenberg requested that the position be restored to full-time in order to meet the workload. The increase of hours was included in the 2012 budget.

Motion (Rozar/Hendler) to allow the Planning and Zoning department to increase the part-time position from three days per week to five days per week. Motion carried unanimously.

Ed Reed provided the Committee with a memo that included a proposed change to prorated part-time employee benefit status.

The Wood County Complaint Resolution Process was presented at the Department Head meeting. Reed will meet with the Sheriff's Department. Department Heads will now train their staff.

There was no increase for non-union employees in the 2012 budget. Ed Reed noted although it was very unscientific at this time, in light of the budget, he recommended 2%. The steps of the Pay Plan have been unfrozen. The consensus of the Committee was for Reed to research the matter for further discussion next month.

Ed Reed announced the roll-out of an employee Roth 457 program from Nationwide this year. It is another opportunity for employees to invest pre-tax dollars into a deferred program.

Motion (Pliml/Rozar) to offer the Roth 457 in addition to the regular deferred programs the County offers its employees. Motion carried unanimously.

Ed Reed reviewed his annual objectives.

The Committee was provided with a copy of a draft of the Wood County Employee Policy Handbook. Sections were reviewed and comments made.

Motion (Rozar/Conrad) to approve the Wood County Employee Policy Handbook and to forward the handbook to the full County Board for review and approval. Motion carried unanimously.

Human Resources agenda item discussion completed at 10:05 a.m.

Treasurer, Karen Kubisiak, asked that her department be allowed to obtain its own credit card.

Motion by (Rozar/Conradt) to allow the Treasurer's Department to obtain a credit card. Motion carried.

Motion by (Rozar/Conradt) to approve the resolution to accept an offer of sale of tax deeded property and forward the resolution to the County Board for consideration. Motion carried.

Motion by (Conradt/Rozar) to amend the 2011 budget for Clerk of Courts-divorce mediation and forward the resolution to the County Board for consideration. Motion carried.

Motion by (Conradt/Rozar) to amend the 2011 Wood County Wildlife Damage Abatement and Claims Program for unanticipated state aid monies and forward the resolution to the County Board for consideration. Motion carried.

Investment advisor, Robert Moore, of ICM presented the County's investment report on the self insurance fund. Moore explained the investment strategy, the structure of the portfolio, and discussed the current market conditions. Moore commented that the portfolio is doing what it was designed to do. Future strategies were discussed by the committee and it was the consensus of the committee that the current strategy is working well. Martin commented that the sweep account of the Health fund has a surplus that should be considered to be invested.

Finance Director Martin presented an update to the committee on the 2012 proposed budget. Martin informed the committee of a few small insignificant changes since the last meeting. Rozar asked Martin to be sure and include FTE information when presenting the budget to the full County Board.

Martin also discussed the year-to-date budget and actual report for 2011 noting there were no concerns at this time.

Finance Director Martin presented information on wellness activities. Martin advised that he has been receiving calls for RFP proposals. Rozar stated she is encouraging department heads the Health and Human Services Committee oversees to support the wellness initiatives. She encouraged the other committee chairs to do the same.

County Clerk Cepress discussed the possibility of increasing the County Board compensation. Rozar suggested increasing the committee chair's compensation because of the amount of work that is involved. Cepress expressed that she feels the same as the reduction of supervisors has increased the work of the chairs. It was noted that there has been no increase in county board compensation since 1993. The committee instructed Cepress to draft a resolution for next month's committee meeting.

Motion by (Conradt/Hendler) to double the County Board Chairman's compensation from \$405 to \$810; double the County Board Vice-Chairman's compensation from \$80 to \$160; and double the Committee Chairman's compensation from \$15 to \$30. 4 yeas, 1 nay (Miner-doesn't feel there should be any increase because of not increasing employee's compensation). Motion carried.

Risk Management Director Stelzer briefly updated the members on the County's policy for cell phone use in vehicles. Stelzer stated that the policy states it is to be hands-free use but has been asked by department heads if ear buds are hands-free. Stelzer would like to further define the current policy to make it clearer. Miner instructed Stelzer to write up what he would like the policy to say and bring it back to the committee next month.

Stelzer also discussed the concealed carry law changes. He distributed the Wood County "violence in the workplace prevention policy". He stated that on page 2 of that policy, it states that there will be no weapons or concealed carry in the workplace. This policy not only applies to employees, but also to customers, contractors, visitors, guests, vendors, or anyone else the county deals with in the course of business. Stelzer also informed the Committee that according to our insurance carrier (County Mutual), if we post signage for the public regarding concealed carry, it will increase the county's liability if anything should happen.

Maintenance Director Rickaby shared his concerns with the Health Department move. Miner stated that the Executive Committee will discuss the details if/when the Health Department does move. Rozar informed Rickaby that his department will have no maintenance responsibilities if/when the Health Department moves.

Motion by (Hendler/Rozar) to approve payment of the monthly vouchers as presented by the respective department's Report of Claims. Motion carried.

Next meeting: Tuesday, November 1, 2011, 8:00 a.m. at the courthouse.

Motion by (Pliml/Rozar) to adjourn at 12:14pm. Motion carried.

Respectfully submitted and signed electronically,

Donna Rozar

Donna Rozar, Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy.
All other minutes taken and prepared by Shelly Fleury.