

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, August 2, 2011  
**TIME:** 8:00 a.m.  
**PLACE:** Room 115, Wood County Courthouse  
**PRESENT:** Trent Miner, Jeff Conradt, Donna Rozar, Peter Hendler,  
**EXCUSED:** Lance Pliml

**OTHERS PRESENT:** Dennis Polach, Ed Reed, Paula Tracy, Michael Martin, Terry Rickaby, Cynthia Ida, Gerald Nelson, Renee Fox, Tara Marciniak, William Grandzielwski, Jason Scott, Terry Stelzer, and Bonnie Nuber

### **BUSINESS**

**Public Comment** – None.

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

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

### **Human Resources**

**Motion (Conradt/Hendler) 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 1751, Norwood Health Center Employees.**

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

**Motion (Hendler/Rozar) to return to open session at 8:40 a.m. Motion carried unanimously.**

Ed Reed provided the committee with an explanation of the evolution of a union Health Educator position to a non-union Quality Improvement/Emergency Preparedness Manager. The position has been analyzed by DMG as Grade 8. He recommended the Committee approve the position as a non-union position.

**Motion (Rozar/Hendler) to allow the Health Department to reclassify a Health Educator position to a Quality Improvement/Emergency Preparedness Manager and promote an incumbent in line with policy. Motion carried unanimously.**

Ed Reed reported that the personnel policies are just about finalized and that department heads and two sub-committees have reviewed them. He anticipates forwarding them to the Executive Committee before its September meeting for final review, and on to the County Board for approval in October. Personnel Policy handbooks will be distributed to employees in November and December. The County's complaint resolution process is receiving good press among the State. He also indicated there are two issues that need

more discussion that being part-time benefits and Wisconsin Retirement System (WRS) benefits will now begin after 1,200 hours of employment.

Non-union employee WRS contributions will be deducted on August 7, 2011 for the August 25, 2011 payday. There is a new ruling any deputy hired after passage of the Budget Repair Bill (BRB), won't make the employee WRS contribution until the end of the current contract (contract ends December 31, 2012 for Wood County deputies); then they will begin contributing the employee's share. The Sheriff's Department managers will begin contributing when the deputies contribute.

The Human Resources Department's Mission Statement was reviewed. The Committee was pleased with the document. It will be displayed in the Human Resources Department.

Ed Reed reviewed the annual objectives. The BRB transition is moving along well in Wood County.

The Committee discussed tiered health insurance premiums for 2012. Wellness activities are not linked with health insurance premiums at this time. More discussion is needed.

The 2012 Human Resources Department budget was presented. There are a few areas that need to be addressed, but will be ready to forward to the Finance Department by August 15<sup>th</sup>.

**Motion (Rozar/Conradt) to go into closed session at 9:35 a.m., pursuant to §19.85(1)(f), Wis. Stats., to discuss an Equal Employment Opportunity complaint.**

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

**Motion (Hendler/Conradt) to return to open session at 9:40 a.m. Motion carried unanimously.**

Recently ratified and signed union contracts were signed by Trent Miner, Executive Committee Chair, and Ed Reed, Human Resources Director.

Human Resources finished at 9:45 a.m.

Maintenance Coordinator Rickaby presented information about current projects. Rozar noted the search for a new location for the Health Department has not yielded an affordable option. She suggested there should be an item for next month's agenda to talk about moving the Health Department or possibly building a Human Services facility.

Information Systems Director Grandzielwski presented information about failed audio video equipment in Branch III. He presented different options for replacing or repairing the unit.

**Motion (Rozar/Conradt) to authorize the Information Systems Director to purchase audio video equipment on E Bay at a cost not to exceed \$1,550. Motion carried.**

Risk Management Director Stelzer briefly updated the members on his monthly report.

Tara Marciniak introduced Renee Fox as her replacement as Wellness Coordinator. Renee Fox was welcomed by the members. She advised the members of her credentials.

Child Support Agency Director Ida and Judicial & Legislative Committee Chairman Nelson presented information to the members about a short fall in 2010 revenues. This reduced carryovers and is creating problems for the 2011 budget. Ida presented a plan to reduce expenses and increase revenues to resolve the problems for the 2011 budget, but was not confident the measures would be enough. Chairman Miner advised Ida this information should have been brought to the Committee much sooner.

Finance Director Martin and Information Systems Director Grandzielwski presented information on the funding for Drug Court 2012 budget. Funding from the State will decrease in 2012.

Hendler left the meeting at 11:10 am.

Martin presented the resolution to amend the 2011 Wood County Department of Resources grant budget for unspent 2010 state aid monies.

**Motion (Conradt/Roar) to approve the resolution to amend the 2011 Wood County Department of Natural Resources grant budget for unspent 2010 state aid monies and to appropriate those monies to the DNR grant budget expenditures, and forward the resolution to the County Board for consideration. Motion carried.**

Martin presented the 2012 – 2016 CIPs

**Motion (Rozar/Conradt) to accept the 2012 – 2016 CIP and place it on file. Motion carried.**

There was discussion on the 2012 budget parameters related to Health premiums. Martin explained the drop in the number of employees has led to a drop in the amount of revenue going into the Health fund. He also pointed out that a drop in employees would likely mean less funds needed in the Health fund.

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

Rozar and Martin presented a recommendation from the Wellness Board to include free flu shots to employees as part of the Wellness program. The Health Department is able to purchase and administer the vaccine.

**Motion (Rozar/Conradt) to use Health Fund monies to pay for 200 doses of flu vaccine at a cost of \$2,200. Motion carried.**

Next meeting: Tuesday, September 6, 2011, 9:00 a.m. at the courthouse.

**Motion (Conrad/Rozar) to adjourn the meeting at 11:45 am.**

Respectfully submitted and signed electronically,

**Donna M. Rozar**

Donna Rozar, secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy.

All other minutes taken and prepared by Bonnie Nuber.