

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Wednesday, January 4, 2012
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Trent Miner, Lance Pliml, Jeff Conradt, Donna Rozar, and Peter Hendler

OTHERS PRESENT: Dennis Polach, Ed Reed, Paula Tracy, Kathy Roetter, Peter Kastenzholz, Susan Ginter, Karen Kubisiak, Kathy Roetter, Jason Scott, Terry Stelzer, Michael Martin, Renee Fox, Jo Timmerman, Lee Ackerman, and Bonnie Nuber

Public Comment – Paula Tracy informed the Committee that the weekly public agenda did not include the Executive Committee going into a third closed session pursuant to §19.85(1)(c), Wis. Stats. She contacted the County Clerk’s office and the media was informed as required.

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

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

Human Resources

Motion (Conradt/Pliml) to go into closed session at 8:03 a.m. pursuant to §19.85(1)(e), Wis. Stats., to consider an Equal Employment Opportunity complaint.

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

Motion (Pliml/Conradt) to return to open session at 8:10 a.m. Motion carried unanimously.

Motion (Pliml/Rozar) to go into closed session at 8:11 a.m. pursuant to §19.85(1)(e), Wis. Stats., to discuss 2012 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/Pliml) to return to open session at 8:20 a.m. Motion carried unanimously.

Ed Reed reported he has received limited feedback regarding the Employee Policy Handbook, but from what he has heard, has generally been positive.

An overtime discussion relating to professional staff in Human Services was postponed to this month. It was the consensus of the Executive Committee to follow the Employee Policy Handbook relating to overtime and the Committee will review the Human Services' budget ramifications and make necessary adjustments during the budget year.

The Committee continued last month's discussion regarding a request for a policy deviation regarding sick leave conversion to the Post Employment Health Plan (PEHP).

Motion (Rozar/Pliml) to make a one time payout computed by Human Resources to an employee who will be retiring for unused sick days on a first in, first out basis. Motion carried unanimously.

Ed Reed provided a memo discussing research on longevity. He recommended no offset for longevity. The Committee concurred with Reed's recommendation. No formal action taken.

Ed Reed has been working with Attorney Andy Phillips and has meetings set up with several vendors to discuss a two prong approach to the County's 2012 wage program. It would include benchmarking positions internally and then how to survey for external competitiveness with the job market and County's budget.

WRS has been slow with preparation and forms for end-of-the year reporting. Carol Tetzloff is working hard to get the answers she needs to complete the reports. The reports also have to mesh with the W-2s. Carol is to be commended for her hard work and perseverance with this frustrating project.

The Human Services payroll project includes a lot of Human Resource's "hands on" time, entering new account numbers and job codes into the payroll system.

The employee enrollment for the Nationwide Roth 457 program has been completed. Ongoing employee education will be provided to explain the program.

The Committee reviewed and discussed the status of the Human Resources 2011 budget.

Paula Tracy presented a memo discussing independent contractors. The consensus of the Committee was to add to Human Resources 2012 goals, "educating the department heads on independent contractors".

The Deputy Treasurer and Deputy Register of Deeds positions were forwarded to DMG for a reclassification analysis. The analysis returned recommending no change in Pay Grade for either position. Register of Deeds Susan Ginter disagreed with the recommendation and indicated there is a commonality in the Deputy positions. The Committee requested Ed Reed to review the analysis DMG conducted and discuss this issue next month.

An internal employment offer was made regarding the Sheriff's Department Office Manager position.

The Committee reviewed the revised Management Information Systems Director job description. Chair Miner will suggest possible interview dates. He also recommended potential individuals who should be on the interview panel.

Ed Reed reviewed his annual objectives. He presented the Committee with a list of 2012 objectives.

Human Resources agenda items finished at 10:00 a.m.

Safety Director Stelzer answered questions about his monthly report of incidents and liability claims.

Wellness Coordinator Fox gave an update on the wellness program. She noted there will be a walking challenge beginning in January.

Finance Director Martin presented a request from Veterans Officer Rock Larson to make Veterans Relief-Grant and Loans a nonlapsing account and a resolution to amend the 2011 Women, Infants, and Children budget.

Motion by (Pliml/Rozar) to approve the request to make Veterans Relief-Grant and Loans a nonlapsing account. Motion carried unanimously.

Motion by (Conradt/Rozar) to approve the resolution to amend the 2011 Women, Infants, and Children budget and forward the resolution to the County Board for consideration. Motion carried unanimously.

Lee Ackerman advised the members of the need to replace a lawn tractor at Norwood. Human Services Director Roetter presented a request to transfer \$6,000 from operations to outlay to purchase a tractor for Norwood.

Motion by (Pliml/Rozar) to approve the request to transfer \$6,000 from operations to outlay to purchase a tractor for Norwood. Motion carried unanimously.

Finance Director Martin presented information on performance management reporting. It was the consensus of the committee members to have the Health and Highway Departments participate in a test run of the performance reporting and present information to the Executive Committee at the March meeting.

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

Motion by (Hendler/Conradt) to go into closed session pursuant to §19.85 (1)(c), Wis. Stats., to discuss annual performance review of Department Heads under Executive Committee oversight. Roll call vote: Conradt, aye; Pliml, aye; Hendler, aye; Rozar, aye; Miner, aye. Motion carried.

Motion by (Hendler/Conradt) to return to open session at 11:37 a.m. Motion carried unanimously.

Next meeting: Tuesday February 7, 2011, 8:00 a.m. at the courthouse.

Motion by (Hendler/Pliml) to adjourn at 11:38 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

Donna Rozar, Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Bonnie Nuber and reviewed by the Executive Committee secretary.