

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, November 1, 2011
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Trent Miner, Jeff Conradt, Lance Pliml, Donna Rozar, and Peter Hendler

OTHERS PRESENT: Dennis Polach, Ed Reed, Paula Tracy, Carol Tetzloff, Doug Passineau, Mike Lisak, Terry Stelzer, Amy Slattery, Cindy Joosten, Michael Martin, Chad Schooley, Karen Kubisiak, Terry Rickaby, Renee Fox, and Bonnie Nuber (others present for part or all of meeting)

Public Comment – None

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

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

Human Resources

Motion (Pliml/Conradt) to go into closed session at 8:05 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/Conradt) to return to open session at 8:30 a.m. Motion carried unanimously.

Ed Reed brought forward a recommendation to pay an employee's medical expenses from the worker's compensation fund.

Motion (Pliml/Rozar) to approve payment of an employee's medical expenses on a one-time, non-precedential basis from the worker's compensation fund. Motion carried unanimously.

Ed Reed reported that the Employee Policy Handbook is at the printers and will be distributed to employees as soon as they are received. The department head training is completed. Roundtable discussions with department heads will be held to discuss how policies can be structured in their respective departments.

Amy Slattery talked about prorated FTE's at Edgewater Haven beginning January 1, 2012. She will be meeting with management at Norwood Health Center to discuss commonalities of their policies, positions, and hours.

The Committee resumed last month's discussion regarding the 2012 wage program. Human Resources is working on a wage survey of area employers. The Committee discussed wage structures and what would work best for the County.

During the September Executive Committee meeting, the consensus was to freeze all DMG reviews until November unless the sub-committee on combining union and non-union wage scales came to a conclusion regarding merging all positions into one pay scale. There were a few requests for reclassifications on hold at that time. It was the consensus of the Committee to forward two current upgrade requests to DMG.

Cindy Joosten brought forward one union position reclassification that would stratify the clerks who deal with court matters as Clerk III.

Motion (Pliml/Conradt) to approve the reclassification of a Clerk of Courts Clerk II (pay group II) to Pay Group III, per policy. Motion carried unanimously.

Several months ago the Committee discussed a premium holiday in months with three pay periods and approved a premium holiday for employees on the third pay period in June. December will have three payrolls and the same discussion ensued.

Motion (Rozar/Pliml) to allow for a health insurance premium holiday on the third pay period in December, pending verification that the health insurance fund balance is over the nine months threshold. Motion carried unanimously.

Carol Tetzloff reported that she heard from the Employee Trust Fund, Wisconsin Retirement System (WRS) that we will now be required to double report WRS contributions. She is attending a webinar to learn more about the new requirement. She is working on the pre-tax and after-tax deduction WRS reports. Ed commended Carol for developing a reputation as a state-wide expert within her field.

Carol also commented she is working with Human Services and will be changing account numbers for all the employees in the payroll system during the one week period of the last payroll in December to be effective the first payroll in January. Human Services job codes will also need to be changed since the Social Services and Unified Services departments have merged.

The employee Nationwide Roth 457 program will be rolled out early next year. Nationwide will be conducting employee meetings. It is another opportunity for employees to invest pre-tax

dollars into a deferred program. Another vendor has requested providing voluntary programs to County employees.

Carol Tetzloff reported that open enrollment for health and dental insurance is going well. The deadline is November 15th. Ed Reed remarked that the well-baby program through WPS is a good way to encourage employees to register for the program to receive incentives, as well as allow us to pre-register the unborn baby on the health insurance plan.

Ed Reed reviewed his annual objectives.

Human Resources completed the discussion on these agenda items at 9:30 a.m.

Edgewater Haven Director Amy Slattery updated the members on the plans for renovating Edgewater Haven and the needed financing. She anticipates construction to begin in spring 2012. Finance Director Martin provided information on how the borrowing would impact the County's tax levy. He noted that 2012 is the last year for payments on previous debt issues. He further stated that the combination of the Edgewater and Tower projects would have a smaller impact on the tax levy than the debt that will retire.

Treasurer Kubisiak presented and answered questions on two resolutions.

Motion (Rozar/Hendler) to approve the resolution to tax deed eligible property and forward the resolution to the County Board for consideration. Motion carried unanimously.

Motion (Pliml/Hendler) to approve the resolution to discontinue the practice of payment in full of Special Charges as part of the August property tax settlement and forward the resolution to the County Board for consideration. Motion carried unanimously.

Kubisiak requested approval to raise the fee for non-sufficient fund checks. County currently charges \$25 while the customary rate is \$35. Kubisiak noted that NSF checks are time consuming and she would like to charge more, but the bank representative suggested the customary rate is appropriate.

Motion (Hendler/Rozar) to approve the Treasurer's request to increase the fee for non-sufficient fund checks to \$35. 3 ayes 2 nays (Miner and Conradt believe the fee should >\$35). Motion carried.

Risk Management Director Stelzer presented information about cell phone usage while operating a County-owned vehicle/equipment. There was discussion about the risks of using a cell phone while driving. Committee members made the point that there are any number of things that could distract a driver and cause an accident. Committee members directed Stelzer to re-write the policy to include distracted driving and bring the revised policy back next month.

Parks Director Schooley presented a resolution to amend the 2011 Parks budget to transfer funds from Capital Projects to a non-lapsing account for use in 2012.

Motion (Rozar/Hendler) to approve the resolution to amend the 2011 Parks budget to transfer funds to functions where actual expenditures may not be incurred until 2012 and forward the resolution to the County Board for consideration. Motion carried unanimously.

Maintenance Coordinator Rickaby presented the members with information regarding the Courthouse door locking system.

Wellness Coordinator Fox presented information on the recent HRA participation. The participation level did not meet the goal but was a substantial increase over last year. Martin advised he has received seven proposals for administering the wellness program for 2012. The Wellness Board will review and bring recommendations back to the Executive Committee.

Finance Director Martin asked for comments on the proposed presentation of the 2012 budget to the County Board. There was discussion on the presentation.

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

Next meeting: Tuesday, December 6, 2011, 8:00 a.m. at the courthouse.

Motion (Pliml/Conradt) to adjourn at 10:50 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.
All other minutes taken and prepared by Bonnie Nuber and reviewed by the secretary.