

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, September 6, 2011  
**TIME:** 8:00 a.m.  
**PLACE:** Room 115, Wood County Courthouse  
**PRESENT:** Trent Miner, Jeff Conradt, Lance Pliml  
**EXCUSED:** Donna Rozar, Peter Hendler

**OTHERS PRESENT:** Dennis Polach, Ed Reed, Paula Tracy, Susan Ginter, Kathy Roetter, Carol Tetzloff, Angel Butler-Meddaugh, Michael Martin, Terry Stelzer, Steve Kreuser, and Bonnie Nuber

### **BUSINESS**

**Public Comment** – None.

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

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

### Human Resources

**Motion (Conradt/Pliml) to go into closed session at 8:20 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; Miner, aye. Motion carried.**

**Motion (Pliml/Conradt) to return to open session at 8:35 a.m. Motion carried unanimously.**

Ed Reed explained to the Executive Committee that a DMG analysis had been submitted approximately one month ago regarding an Edgewater Haven Nursing Home non-union Grade 3 Nursing Secretary position. DMG recommended it be reclassified to Grade 4, part-time Administrative Assistant II.

**Motion (Pliml/Conradt) to approve the reclassification of the Edgewater Haven Nursing Home non-union Grade 3 Nursing Secretary position to part-time non-union Grade 4 Administrative Assistant II per policy. Motion carried unanimously.**

Register of Deeds Susan Ginter shared with the Committee that she is considering submitting a DMG questionnaire for her Deputy position.

Ed Reed reminded the Committee that since there are no DMG evaluations pending and a sub-committee is reviewing merging all positions on to one pay scale; he recommended that any new DMG evaluation

requests be put on hold until the sub-committee has had a chance to complete their work. The consensus of the Executive Committee was to freeze all DMG reviews until November.

Carol Tetzloff, Payroll and Benefits Coordinator, reported that Human Resources received a check from WPS in the amount of \$17,325.12 as final settlement for 2010 and 2011 first quarter, for the Medco pharmaceutical rebate. The check goes into the health plan account.

Ms. Tetzloff explained that the State of Wisconsin's Unemployment had exhausted its reserves and borrowed from the Federal Unemployment Trust Fund. Interest for these loans was waived for 2009 and 2010; however, interest is due now for 2010. The amount of each employer's assessment is calculated by multiplying the employer's defined (taxable) payroll for 2010 by a rate established by the Unemployment Department. Wood County's special assessment is \$14,872.79. This unanticipated assessment due by September 9<sup>th</sup> has been paid.

Ed Reed discussed the revisions to the revised Personnel Policy Handbook; the name is being changed to "Employee Policy Handbook". The Committee members had been sent a copy for review, and final approval will be on the agenda next month. The County Board will discuss it at the November meeting, and handbooks will be printed and disseminated to employees in December. Training will be provided to all department heads, who in turn will train their employees.

One area in the Employee Policy Handbook is prorated benefits for part-time employees. It standardizes full-time equivalents (FTEs) based on a new prorated system (based on hours worked). It may create a scenario that benefits decrease, but may allow freezing them at the previous level. Permits department heads to manage within their budgeted FTEs.

The Complaint Resolution Process (CRP) policy and resolution were presented by Ed Reed. Reed recommended the policy be approved and forwarded to the County Board for approval and implementation pursuant to law, October 1, 2011.

**Motion (Conradt/Pliml) to approve the Complaint Resolution Process policy, effective October 1, 2011, and forward it to the County Board for action. Motion carried.**

Before implementation of the CRP policy, department heads will be trained so they learn the policy and also supervisors become an authority on the policy. To achieve this, mandatory training will take place for department heads and they in turn, will train their supervisors.

**Motion (Pliml/Conradt) to approve mandatory training for department heads in the Complaint Resolution Process policy, and they will then train their supervisors. Motion carried unanimously.**

Reed updated the Committee in regards to changes pending implementation of the BRB. CRP training will be taking place, and Employee Policy Handbooks printed and provided after County Board approves the policy handbook.

The 2012 Human Resources Department budget was presented. A few areas were discussed, and final review will take place during the budget hearings.

Reed gave the Committee an update on the Human Resources objectives. The objective to implement health care incentives as a part of the health insurance plans needs to be coordinated with the Wellness Program. Trent Miner asked to put it on hold until the Wellness request for proposals are completed.

**Motion (Conradt/Pliml) to go into closed session at 9:50 a.m., pursuant to §19.85(1)(f), Wis. Stats., to discuss an Equal Employment Opportunity complaint.**

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

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

Human Resources finished at 10:10 a.m.

Risk Management Director Stelzer briefly updated the members on his monthly report. He presented a resolution to grant Wood County Oversight Committees the authorization to prohibit concealed carry by posting their respective department properties.

**Motion by (Pliml/Conradt) to approve the resolution to grant Wood County Oversight Committees the authorization to prohibit concealed carry by posting their respective department properties and to update any applicable Wood County department weapons policies to reflect Wisconsin Concealed Carry Law regulations, and forward the resolution to the County Board for consideration. Motion carried.**

The members considered two resolutions presented by Treasurer Kubisiak.

**Motion by (Conradt/Pliml) to approve the resolution to tax deed eligible property, and forward the resolution to the County Board for consideration. Motion carried.**

**Motion by (Conradt/Pliml) 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.**

Finance Director Martin presented information on wellness activities. Martin advised the members a request for mailing information from Human Resources to promote the upcoming HRA program was denied by Director Reed. It was the consensus of the members to consult with Corporation Counsel Kastenholz for any legal implications.

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

Next meeting: Tuesday, October 4, 2011, 8:00 a.m. at the courthouse.

The meeting was in recess until budget hearings began.

Respectfully submitted and signed electronically,



Trent Miner, Chairman

Human Resources agenda items minutes taken and prepared by Paula Tracy.  
All other minutes taken and prepared by Bonnie Nuber.