

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, December 6, 2011  
**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, Carol Tetzloff, Doug Passineau, Amy Slattery, Kathy Roetter, Bill Grandzielwski, Jason Scott, Fritz Schubert, Connie Eisch, Terry Stelzer, Cindy Joosten, Terry Rickaby, Renee Fox, Shirley Rosien, Shelly Fleury, Ed Wagner, Gerald Nelson, Susan Kunferman, Anne Arndt, Bonnie Nuber, and Debra Foth (via phone)

### **BUSINESS**

**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 (Hendler/Conradt) to go into closed session at 8:02 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/Hendler) to return to open session at 8:17 a.m. Motion carried unanimously.**

Ed Reed reported employees have been trained on the Employee Policy Handbook. He provided a list of policy deviations that department heads requested. All deviations were discussed, however, the topic regarding overtime for the Human Services department employees will be discussed further at the January EC meeting.

<b>Deviation</b>	<b>Affected Depts.</b>	<b>Recommendation</b>
<b>On-Call Pay:</b> No county policy. Individual requests attached. General request is to continue existing call-in pays as they currently exist.	All existing on-call pays are approved pending completion of the wage structure review.	Approved
<b>Call In/Reporting Pay:</b> Pay rate: A non-exempt employee who is called-in and then returns home (off duty) prior to the start of their next shift will be paid 1 1/2 times their normal hourly wage for actual time worked. A person who is called-in and does not return home (off duty) but stays into their next shift will be paid their normal hourly wage. Exempt staff will receive compensatory time at straight time per comp time policy.	All departments	Approved
<b>Call In Pay:</b> Two hours of call time will be paid if an employee is requested to work within an eight hour period prior to his/her shift start time. In addition, employees who are requested to stay over (while at work) for all or part of another shift from two to four hours, shall receive thirty minutes stay-over pay; beyond four hours, employees shall receive one hour stay-over pay in addition to all hours worked.	Edgewater	Approved
<b>Reporting Pay:</b> Highway wants to pay 1 ½ time for Sunday reporting in emergency (i.e. snow plowing) situations.	Highway	Approved
<b>Shift Premiums:</b> Request to continue existing shift premiums until wage review is completed, then reconsider	All departments that currently pay a shift premium.	Approved
<b>Safety Shoe Reimbursement:</b> County standardized on \$100/yr for employees who are required to wear safety shoes at work. Employee able to carry one year's allowance forward to use \$200 in a year. Part-time, seasonal, and camp rangers will receive a \$50 per year reimbursement.	All departments that require safety shoes.	Approved
<b>Pro-Rated Benefits:</b> Requesting that direct care staff budgeted for a reduced shift of less than 2080 hours/yr but at least 1872 hours/year, be granted 100% benefits. This would include Health Insurance premiums.	Edgewater current staff	Approved for existing staff only.
<b>Overtime:</b> Request to maintain 8/80 work schedule.	Edgewater	Approved
<b>Overtime:</b> Maintain existing Airport Ave. OT schedule to facilitate 24/7 operation.	Human Services	Approved
<b>Holidays:</b> Department deviation requests	Parks, Highway, Norwood, Edgewater, Dispatch, Jail, Airport Ave	Approved
<b>Tool Allowance:</b> Continue existing tool allowances where specific tools are required for a position at the current (2011) level	Highway	Approved
<b>Clothing Provided:</b> Continue providing coveralls for mechanics and welders	Highway	Approved
<b>PENDING Further Discussion:</b>		
<b>Overtime:</b> Grant Comp. Time to employees currently covered by 'Pro' contract for time worked over 7 ¾ hours/day	Human Services	Review OT policy in handbook

**Motion (Rozar/Pliml) to approve the above listed policy deviations contained in the Employee Policy Handbook. Motion carried unanimously.**

Andy Phillips has asked Ed Reed to sit on a committee to review statewide wage and salary structures on December 9, 2011. After that meeting, Mr. Reed will have more information in how to proceed in establishing Wood County's pay structure.

Ed Reed confirmed with the Committee that its intent was to reinstitute step increases based on "time in grade" for both former union and non-union employees effective January 1, 2012. The existing union and non-union wage structures will stay in place until a new wage structure combining the existing structures is approved. Steps that were due in 2011 will be implemented one year after their 2011 "due date".

All deviations have been received regarding pro-rated FTEs and possible requests for deviation of policy.

Ed Reed requested to begin posting monthly employee communications in locked bulletin boards located in County facilities. He will purchase new locked bulletin boards as needed and use existing bulletin boards as well.

**Motion (Rozar/Pliml) to approve the request to use existing, or purchase as necessary, locked bulletin boards for employee communications effective December 31, 2011. Motion carried unanimously.**

Jeff Conradt was excused at 9:15 a.m. but before leaving inquired about the date of next month's meeting. It was the recommendation of committee members to move the date to Wednesday, January 4, 2012, at 8:00 a.m.

Carol Tetzloff updated the Committee that she received a letter from the Department of Workforce Development, Division of Unemployment Insurance regarding the "special assessment to fund interest on outstanding federal loans". The Department has announced that employers can expect an annual special assessment for interest for the next three years. Human Resources paid \$14,873 in August towards the unemployment insurance special assessment. Although not budgeted for 2012, Human Resources can better plan for future budgets having received this information.

Carol Tetzloff reported that the Employee Trust Fund, Wisconsin Retirement System (WRS) is not ready to receive the six month reports due December 16, 2011. They will work with employers in extending the deadline.

Carol also commented she has been working with Human Services and has entered a new department with account numbers in the payroll system. During the one week period of the last payroll in December, she will make the individual employee changes to be effective the first payroll in January. Human Services job codes will also be changed. She is pleased that Human Services has worked well with her in this process.

The employee Nationwide Roth 457 program will be rolled out early next year and Nationwide has been conducting employee meetings.

Open enrollment for the 2012 flexible spending program has ended. Information is being compiled to enter into the payroll system and will be forwarded to TASC.

Paula Tracy reported that the third quarter balance from Wisconsin County Mutual Insurance legal expense endorsement is zero. All billing problems have been resolved.

Paula Tracy also updated the Committee regarding the 2011 budget. She will provide another update next month.

Ed Reed and Paula Tracy gave the Committee a yearend report on recruitment and succession planning. There have been a number of retirements in several departments and Human Resources is working with the departments to fill those vacancies.

The Committee was presented with a request for a policy deviation regarding sick leave conversion to the Post Employment Health Plan (PEHP). The Committee requested Human Resources conduct further research and the request will be placed on next month's agenda.

Ed Reed reviewed his annual objectives.

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

Maintenance Coordinator Rickaby requested direction from the Committee on future plans of the Courthouse Annex. There was consensus the building should be winterized.

Supervisors Wagner and Nelson presented a recommendation from the Judicial & Legislative Committee to request the Executive Committee to form a committee to monitor the possible risks and/or benefits to the County on frac sand mining. The consensus was to direct Planning and Zoning staff to monitor events and prepare a letter of comments for the County Board packet.

Safety Director Stelzer answered questions about his letter of comments and presented a cell phone policy.

**Motion by (Rozar/Pliml) to add the cell phone policy as edited to the Safety and Risk Management manual. Motion carried unanimously.**

Deputy Finance Director Fleury presented eight resolutions to amend the 2011 budgets of various departments.

**Motion (Rozar/Hendler) to approve eight resolutions to amend the 2011 budgets of Wellness, Elections, Coroner, Emergency Management Building Numbering and Administration, Radio Tower Project, Community Development Block Grant, and UW Extension Projects Account and forward the resolutions to the County Board for consideration. Motion carried unanimously.**

Clerk of Courts Joosten requested a transfer of \$8,000 from operations to outlay in the 2011 budget.

**Motion by (Rozar/Hendler) to approve the request to transfer \$8,000 from operations to outlay in the 2011 Clerk of Courts budget. Motion carried unanimously.**

Treasurer Kubisiak presented two resolutions to the members via the packet.

**Motion by (Hendler/Pliml) to approve two resolutions: 1) to amend Treasurer's 2011 budget, and 2) to sell tax deed property and forward the resolutions to the County Board for consideration. Motion carried unanimously.**

Chairman Miner noted a quorum of the Wellness Board was present but no action will be taken by this board.

Wellness Coordinator Fox and Aspirus Program Director Shirley Rosien presented the Health Risk Analysis for 2011. They reviewed areas for improvement and recommended a future course of action.

Rozar reported to the Executive Committee members that the Wellness Board reviewed all received RFPs and recommends continuing with Aspirus for the administration of the Wood County Wellness Program.

**Motion by (Pliml/Hendler) to renew the contract with Aspirus for 2012. Motion carried unanimously.**

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

Agenda item for next meeting: performance management

Next meeting: Wednesday, January 4, 2011, 8:00 a.m. at the courthouse.

**Motion by (Hendler/Pliml) to adjourn at 11:45 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

**Donna M. 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.