

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE** Tuesday, October 1, 2013

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Trent Miner, Donna Rozar, Lance Pliml, Peter Hendler, and via telephone Hilde Henkel

**OTHERS PRESENT:** Dennis Polach, Ken Curry, Terry Stelzer, Michael Martin, Ed Reed, Paula Tracy, Amy Kaup, Bonnie Nuber, Terry Rickaby, Amy Slattery, Joyce Schauer, Brandon Vruwink, Steve Kreuser, Peggy Sullivan, Chris Markworth, Kathy Reese, Dawn Wesenberg

The meeting was called to order at 8:00 a.m. by Chairman Miner.

**Public Comment** - No comments from the public

**Consent Agenda** – No additions or corrections to the consent agenda

**Motion (Rozar/Hendler) to approve the consent agenda as amended. Motion carried.**

Maintenance Coordinator Rickaby presented information on a proposal for digital controls for the heating and air conditioning systems. He noted the proposal was higher than the amount budgeted in the 2013 budget, but that there are sufficient funds in the Maintenance fund balance. He requested permission to use fund balance monies. The consensus of the committee was to authorize the use of the fund balance to pay for cost not covered in the 2013 budget. The Committee directed Rickaby to prepare a resolution to transfer the funds.

Rozar presented information and reported that the Ad Hoc Space Needs Implementation Committee recommends that Venture Architects be employed to provide engineering/architectural services in regard to the space needs study. It was the consensus of the Committee to use funds from the Maintenance fund balance to pay for these services. The Committee instructed Rickaby to prepare a resolution to transfer funds.

**Motion (Pliml/Hendler) to authorize the Maintenance Coordinator to contract with Venture Architects for engineering/architectural services in regard to the space needs study for an amount not to exceed \$60,000. Motion carried.**

Safety and Risk Manager answered questions regarding his monthly letter of comments.

Chairman Miner announced and congratulated Amy Kaup for her recent appointment to the board of GIPA (Governmental Information Processing Association of Wisconsin).

Information Systems Director Kaup reviewed highlights of her letter of comments.

Wellness Coordinator Joanis presented information on the beginning of a new year for wellness activities. There are wellness screenings and health fairs scheduled for the end of October.

Finance Director Martin and Edgewater Haven Director Slattery presented information regarding the final adjustments to the Edgewater 2014 budget.

Martin presented information on the changes from the state on computation of tax ley rates. He pointed out that the reserves that have been used to balance the budget are dwindling and are one time fixes. He encouraged the Committee to use the options available to pay for ongoing expenses. The committee discussed the merits of setting the tax levy at \$4.68 or \$4.69.

**Motion (Rozar/Hendler) to authorize the Finance Director to set the tax rate at \$4.69 per thousand of equalized valuation, not including County Aid to Libraries. Motion carried unanimously.**

Martin gave the Committee copies of his proposed presentation to the County Board.

### **Human Resources**

Dispatch Trainer premium was to be discussed; however, Ed Reed recommended this matter be placed on hold until the Dispatch Manager is hired and can review the matter.

Ed Reed reported that the current waiting period for the County's health insurance needs to be shortened for compliance with the Affordable Care Act (ACA). Carol Tetzloff provided a memo containing several options. Her suggestion is that the waiting period be the first of the month after 60 days of employment. This recommendation meets the requirements of the ACA. Ed commended Carol and Barb Ochs from the Horton Group in doing a great job keeping abreast of the ACA.

**Motion (Rozar/Henkel) effective January 1, 2014, to shorten the County's health insurance waiting period to the first of the month following 60 days of employment. Motion carried unanimously.**

**Motion (Rozar/Pliml) to go into closed session at 10:37 a.m., pursuant to §19.85 (1)(f), Wis. Stats., to:**

- Consider a life insurance coverage appeal
- A leave of absence request from an employee

**Pliml: Aye; Rozar: Aye; Henkel: Aye; Hendler, Aye; Miner: Aye. Motion carried.**

**Motion (Hendler/Henkel) to return to open session at 10:48 a.m. Motion carried unanimously.**

**Motion (Rozar/Hendler) to approve a leave of absence one month at a time for up to three months. Motion carried unanimously.**

The Executive Committee completed its review of the JDQ rating appeals submitted by employees. The Committee members expressed appreciation for the care and detail that employees put into preparing their JDQs and appeals. The Committee also reiterated that the ultimate objective of the salary grade project has been to establish a wage structure that is fair and equitable for all positions based on the requirements and duties of the positions. It was the consensus of the Committee that the revised wage structure now in place meets that objective.

The Committee did refer several positions back for more information or further review. It was the consensus of each Committee member that all other positions and rankings are now considered final.

**Motion (Henkel/Hendler) to adjourn the meeting 10:48 a.m.**

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. All minutes reviewed by the Executive Committee secretary.