

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, September 1, 2015
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Peter Hendler, Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar
OTHERS PRESENT (for part or all of meeting): Michael Martin, Dennis Polach, William Clendenning, Samantha Joanis, Paula Tracy, Bonnie Nuber, Terry Rickaby, Terry Stelzer, Marla Cummings, Jason Angell (City of Marshfield), Kathy Roetter, Brent Vruwink, Dawn Henderson

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

Public Comment – No public comments

Consent Agenda – No additions or corrections to the consent agenda

Motion (Pliml/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Maintenance Coordinator Rickaby reviewed his letter of comments.

Risk Management Director Stelzer noted highlights in his letter of comments.

Wellness Coordinator Joanis gave an update on the Wellness Program. She requested a release of Wellness eligibility data from Human Resources.

Motion (Rozar/Hendler) to approve the Wellness Coordinator's request for a release of Wellness eligibility data from Human Resources. Motion carried unanimously.

Treasurer Kubisiak gave her resignation effective December 30. She noted that the Deputy Treasurer is retiring September 1. With turn over in the department, Kubisiak suggested her replacement be available for training prior to her retirement.

Finance Director Martin presented the 2016 budget books for the Committee members to study in preparation for the upcoming budget hearings. He noted the summary of department budgets indicates a deficit. Martin advised the Committee that the proceeds for funding of the \$6.7 million debt issue were received and the State Trust Fund loan was repaid. He notified the Committee that an amicable resolution to ending services with Clifton Larson Allen for the 2015 audit was reached.

Break at 8:55 a.m. Meeting reconvened at 9:07 a.m.

Human Resources

Kathy Roetter presented a request to waive the JDQs for the advanced practice psychiatric nurse practitioner and psychiatric psychologist, FTEs recently approved by the County Board. There is usually a charge of \$250/position with another \$250/position charge in a year when the positions are reevaluated. Because these positions are market driven with limited individuals to fill the positions, unique recruitment needs are present with individualized negotiations necessary for each position. Kathy stated there is a downside to functioning within a JDQ evaluation with negotiating with high-level professionals in a fluid market. Job descriptions have been developed and Kathy will work with Human Resources to place the positions within the wage scale with a reevaluation in one year. There was Committee consensus that this plan is acceptable.

Kathy Roetter presented architectural drawings for the front entrance at the Wood County Annex and Health Center in Marshfield. The estimated \$164,000 project cost is already in the capital budget for 2016, which was approved by the Health and Human Services Committee. This project will be discussed during the budget deliberations beginning September 10th.

A relocation of Cornerstone services was discussed. Three options were presented which would be built by a local developer and available for a long-term lease. IT will need to be involved in the discussion regarding relocating Cornerstone from the current location on 4th Street, Marshfield. Further discussion needs to take place with the builder and a resolution needs to be drafted that will come from the Health and Human Services Committee to the County Board. There was Committee consensus to move forward with this relocation. Cornerstone, which moved to its current location 7 years ago, was only to be there temporarily.

The final candidate for the Human Resources Director position withdrew their name from consideration. The search process needed to begin again and recruitment has already begun.

Dawn Henderson, who has been in her position for 6 months, presented a status report. Reduction in average time to fill a position is at 6.75 weeks. There is a 51% increase in on-line applications and that recruitment system is working well. Dawn shared details on the plan to market Wood County as a “preferred employer” and how she plans to market Wood County jobs. She shared recruitment tools.

Motion (Hendler/Henkel) to go into closed session at 10:25 a.m. pursuant to §19.85(1)(f), Wis. Stats., to discuss an employee(s)’ complaint(s). Roll call vote: Henkel: yes; Hendler: yes; Rozar: yes; Pliml: yes; Rozar: yes. Motion carried.

Motion (Hendler/Pliml) to return to open session at 10:31 a.m. Motion carried unanimously.

Motion (Hendler/Henkel) to go into closed session at 10:32 a.m. pursuant to §19.85(1)(e), Wis. Stats., to discuss collective bargaining negotiations with WPPA, Deputy Sheriff’s Association. Roll call vote: Henkel: yes; Hendler: yes; Rozar: yes; Pliml: yes; Rozar: yes. Motion carried.

Motion (Pliml/Henkel) to return to open session at 10:35 a.m. Motion carried unanimously.

Motion (Hendler/Henkel) to adjourn at 10:36 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically by Donna Rozar, secretary

Donna Rozar

Human Resources agenda items minutes taken and prepared by Donna Rozar. Other minutes taken and prepared by Bonnie Nuber. All minutes reviewed by the Executive Committee secretary.