

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, November 5, 2013

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

EXCUSED: Peter Hendler,

OTHERS PRESENT: Dennis Polach, Ken Curry, Bill Clendenning, Terry Stelzer, Michael Martin, Ed Reed, Paula Tracy, Amy Kaup, Bonnie Nuber, Terry Rickaby, Karen Maden, Samantha Joanis, Cindy Joosten, Karen Kubisiak, Peter Kastenholz, Peter Manley

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

Maintenance Coordinator Rickaby presented information on two resolutions to amend the 2013 budget of the Maintenance Department.

Motion (Henkel/Pliml) to approve two resolutions to amend the 2013 budget of Building Maintenance with transfers of appropriations from fund balance. The resolutions will be forwarded to the County Board for consideration. Motion carried.

Safety and Risk Manager gave a brief update on his monthly letter of comments.

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

Treasurer Kubisiak presented two resolutions to tax deed properties.

Motion (Rozar/Pliml) to approve two resolutions to tax deed properties. The resolutions will be forwarded to the County Board for consideration. Motion carried.

Kubisiak presented information on purchasing new software for property tax preparation. She requested permission to arrange for a demonstration. It was the consensus of the Committee to approve the request. Kubisiak advised the Committee of an appeal by Domtar on taxes paid since 2009. The Village of Port Edwards is requesting \$2,500 to help cover the cost of an expert witness.

Motion (Rozar/Henkel) to authorize the Treasurer to use \$2,500 of available funds in the 2013 Treasurer's budget to help the Village of Port Edwards cover the cost of an expert witness. Motion carried.

Wellness Coordinator Joanis presented information on the wellness screenings and health fairs. Participation numbers are not available yet. The mailing list provided by Human Resources had not been

updated with new employee contact information or employee change of addresses. An attempt will be made to notify those individuals directly with wellness information.

Clerk of Courts Joosten and Finance Director Martin presented information on a proposal to transfer appropriations from operations to capital outlay in the Clerk of Courts budget for purchase of scanning equipment. It was the consensus of the Committee to transfer the funds at this time, but delay purchase of new equipment until such time as the present equipment is no longer functional. In addition, the Committee stated the \$12,000 is to be carried over to future years for use if necessary.

Motion (Pliml/Henkel) to approve the transfer of \$12,000 for operations to capital improvement in the Clerk of Courts budget and to be carried over in subsequent years. Motion carried.

Martin presented a resolution to amend the 2013 budget for Humane Officer for an additional \$4,000.

Motion (Henkel/Rozar) to approve the resolution to amend the 2013 budget for Human Officer for an additional \$4,000. The resolution will be forwarded to the County Board for consideration. Motion carried.

Martin advised the Committee that an offer has been made to fill the Deputy Finance Director position. He is concerned about the mixed message given by Human Resources on the possibility of a wage increase for the new position as of the first of the year. It was the consensus of the Committee that the verbal promise of a raise as of the first of the year be kept.

Human Resources

Ed Reed reviewed a memo, the purpose of which is to start a dialogue on how Wood County plans to review wage rates for 2014 and beyond. The Committee recognizes the wage rates and changes to those rates have a major impact on the Wood County budget. It also recognizes that employee security is important, i.e. to be fair and consistent in its policies. Reed recommended that the Committee set a time and methodology in the way wage rates are reviewed. The Committee asked Mike Martin for his opinion regarding the methodology. The consensus of the Committee was to solicit input and recommendations from department heads and employees. The Committee will discuss this matter further at a future meeting.

Peter Manley and Ed Reed reviewed the results from the October 22, 2013 employee feedback meeting.

Ed Reed discussed the proposed Performance Evaluations policy. Department Heads have reviewed the policy several times. Formal performance reviews should be completed annually. If an employee does not receive a satisfactory review, they will not get a step increase. An appeal process is available to employees.

Motion (Pliml/Rozar) to approve the Performance Evaluation policy. Motion carried unanimously.

The Committee reviewed the proposed Wood County Wage Plan policy. The policy puts in to place how the wage plan currently functions.

Motion (Rozar/Henkel) to approve the Wood County Wage Plan policy. Motion carried unanimously.

The Carlson/Dettmann implementation plan approved by the Wage Plan Ad-hoc Committee and the County Board stated that, “Wood County would develop and implement a pay for performance system.” Ed Reed provided a merit pay proposal for consideration. The Committee asked for examples of how eligible employees would receive a merit increase which will be discussed next month. Performance evaluation training will be conducted with the County Board and Department Heads.

The Committee will review 2014 proposed policy modifications at next month’s meeting.

Motion (Henkel/Pliml) to go into closed session at 10:44 a.m., pursuant to §19.85 (1)(f), Wis. Stats., for an update regarding an employee’s complaints.

Pliml: Aye; Rozar: Aye; Henkel: Aye; Miner: Aye. Motion carried.

Motion (Rozar/Pliml) to return to open session at 11:00 a.m. Motion carried unanimously.

Motion (Henkel/Pliml) to adjourn the meeting at 11:01 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. Other minutes taken and prepared by Bonnie Nuber. All minutes reviewed by the Executive Committee secretary.