

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 2, 2018
TIME: 8:00 a.m.
PLACE: Edgewater Haven Nursing Home Conference Room
Port Edwards, WI

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Bill Winch, Donna Rozar, Adam Fischer

OTHERS PRESENT: Nicole Gessert, Kelli Quinell, Kim McGrath, Heather Gehrt, Ken Brekke, Ryan Lavin, Adam Ley, Amy Kaup, Jason Grueneberg, Lance Pliml, Brandon Vruwink, Cindy Joosten, Cindy Robinson, Randy Dorshorst, Greg Potter, Todd, Wolf, Marla Cummings, Lacey Bell, Roland Hawk, Jordon Bruce, Shane Wucherpennig

The meeting was called to order by Chair Machon.

Public Comment – Supervisor Pliml expressed his concern regarding the Sheriff Department’s budget item regarding the elimination of the rescue vehicle funding and the possible sale of this vehicle.

Supervisor Winch requested that pages 17, 21, 31, 34, 36, 39, 46, and 48 be pulled from the Consent Agenda for discussion.

Supervisor Clendenning requested that the minutes from the September 18, 2018 EC meeting be pulled from the Consent Agenda for discussion.

Polach indicated that Bob Ashbeck’s name was missing from the list of attendees for the September 18, 2018 EC meeting.

Motion (Machon/Fischer) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.

Winch requested to review information regarding a draft job description for the County’s Administrative Coordinator. The HR Director indicated that the job description would be reviewed as an agenda item later in the meeting. Winch also noted that another county charges employees \$250.00 for JDQ review requests.

Winch requested to review information from the IT letter of comments regarding the ongoing work on the Planning and Zoning Sanitary Permit system. He wanted to know how long this would take. Jason Grueneberg indicated the best time to complete this work would be over the winter (to avoid the busy times) due to necessary pumper training on the new system.

Winch questioned item #6 from the August 6, 2018 Wellness Board meeting regarding influenza shots and if the influenza vaccine was mandatory for County employees. Jordon Bruce from Norwood reported that for all health care areas the vaccine is mandatory and if employees desire to refuse the vaccine, they must wear a mask during the influenza season while delivering patient care. The vaccine is not mandated for all County employees.

Winch questioned the claim for \$2,500.00 from the County Clerk’s budget to the SWC Humane Society. It was reported that the County Clerk’s office issues dog licenses and collects those fees and thus, a disbursements to the Humane Society comes out of that office.

Winch requested further information regarding Finance claims for life insurance. He questioned his belief that employees pay for life insurance. Director Cummings confirmed that life insurance is paid by the employee thru payroll deductions and then the County pays the invoice which is reimbursed by the employee.

Winch questioned the Systems claims for cellphone charges and whether all departments used the same cellular service. Director Kaup indicated it varies by department based on their needs.

Winch questioned the claim from Risk Management for a vehicle repair and why it would be paid from Risk Management. It was reported that the claim payment is part of a deductible which is administered by the Risk Management Department.

Winch requested further information regarding the Treasurer claims titled August Specials. Director Gehrt indicated these claims were from delinquent taxpayers that had now paid.

Clendenning commented from the September 18th EC meeting minutes that the Committee should get more information regarding the sale of the rescue vehicle maintained by the Sheriff's Department.

Motion (Rozar/Curry) to approve the pulled items from the Consent Agenda. Motion carried unanimously.

Judge Wolf and Judge Potter spoke about the JDQ recommendations for the Judicial Administrative Assistant (JAA).

Motion (Fisher/Curry) to reject the JDQ recommendation for the JAA and to move this position to a step 7. Motion carried. Voting no: Clendenning.

Motion (Rozar/Clendenning) to approve WE energies proposal to relocate a gas regulation facility to the east side of county owned parking lot at 1st and Baker St. Motion failed. Voting no: Machon, Polach, Fischer, Winch, Curry.

Jason Grueneberg and representatives from WE Energies presented further information about a proposal to relocate a gas regulation facility to the east side of county owned parking lot. Discussion ensued.

Motion (Rozar/Fischer) to give approval of consideration for the Director of Planning & Zoning, the Director of Maintenance, and WE Energies to present a proposal to the Committee with more details regarding relocating a gas regulation facility on county owned property.

Break at 9:10 a.m. Meeting reconvened at 9:22 a.m.

Agenda item for discussion of county strategic plan was tabled to a future meeting.

Treasurer Gehrt reported there are 2 offers for the Airport Avenue property now listed with a realtor. The first offer is for \$170,000.00. The second offer is for \$159,900.00.

Motion (Rozar/Curry) to accept the first offer for the Airport Avenue property with a purchase price of \$170,000.00. Motion carried unanimously.

Motion (Clendenning/Winch) to place the \$159,900.00 offer for the Airport Avenue property in the second position. Motion carried unanimously.

Directors Cummings presented details from meeting with HR Director McGrath and IT Director Kaup regarding payroll and the current software. Cummings indicated things are going smoother with the exception of some minor software issues that have been resolved. They will meet one more month with a report to the Committee.

Treasurer Gehrt presented 3 resolutions to tax deed properties.

Motion (Rozar/Fischer) to accept the 3 resolutions to tax deed properties. Motion carried unanimously.

Director Cummings indicated in light of changes discussed earlier regarding the rescue vehicle and the Sheriff's budget, setting the tax rate needs to be postponed.

Cummings presented a preliminary proposal in the packet from Wipfli regarding an efficiency audit of County fiscal staff. Discussion ensued. Cummings indicated she would take direction from the Committee regarding this proposal. It was suggested Cummings discuss this proposal with Department heads, Department Fiscal personnel, and Committee chairs, and then report back to EC committee.

HR Director McGrath presented a resolution for the revised Wage Plan Policy. She explained there are three key changes. The first change is the removal of the JDQ process dates. She explained that due to the timing of the budget, this change makes sense. The second change is the removal of Merit Pay due to no solid parameters existing for the payment of Merit Pay. The third change was to make cost of living adjustments (COLA) and step increases effective January 1st of each year as opposed to the first full pay period of the year.

Discussion ensued. Clendenning stated there needs to be discussion about Merit Pay at other Committee meetings. Curry stated that if Merit Pay is eliminated now, it doesn't mean that it can't come back in a different form. Fischer stated he would be voting against this resolution because the wage plan as a whole needs to be reviewed. Rozar shared comments that department heads who report to the Health & Human Services Committee made in support of Merit Pay. Machon stated that removing Merit Pay is the start of taking a comprehensive look at the wage plan. Rozar asked McGrath what is budgeted for Merit Pay in 2019. McGrath stated that Merit Pay is not currently in the budget because this Committee made a motion to eliminate Merit Pay in July, but if it needed to be added back in, it would be approximately \$10,000 for 2019.

Motion (Curry/Polach) to adopt the Wage Plan resolution and move it forward to the County Board. Motion carried. Voting no: Rozar, Fischer, Clendenning

Break at 10:40 a.m. Meeting reconvened at 10:45 a.m.

McGrath asked the Committee to approve the rest of the 2018 JDQ recommendations from the earlier discussion.

Motion (Fischer/Rozar) to approve the 2018 JDQ recommendations from Carlson Dettman. Motion carried unanimously.

McGrath asked the Committee for approval to work with Finance to update the budgets of the departments affected by the 2018 JDQ recommendations. The Committee gave consent.

McGrath presented a document detailing proposed changes to the Employee Policy Handbook. McGrath explained that these proposed changes are the result of compiling feedback from employees, supervisors, and department heads. The Committee decided to table this discussion until the November meeting so they have time to review the proposed changes.

Motion (Fischer/Rozar) to go into closed session at 10:50 a.m. pursuant to §19.85(1)(f), Wis. Stats., to consider an application for a leave of absence.

Roll call vote: Rozar: yes; Fischer: yes; Clendenning: yes; Winch: yes; Curry: yes; Polach: yes; Machon: yes. Motion Carried

Motion (Fischer/Rozar) to return to open session at 10:55 a.m. Motion carried unanimously.

Motion (Fischer/Clendenning) to approve leave of absences presented by the HR Director. Motion carried unanimously.

Motion (Fischer/Winch) to go into closed session at 10:56 a.m. pursuant to §19.85(1)(c), Wis. Stats., to review the work of the Administrative Coordinator.

Roll call vote: Clendenning: no (stated this is the wrong time to do this and you need to give someone a chance); Winch: yes; Fischer: yes; Polach: no (stated this could be done in open session); Rozar: yes; Curry: no (stated this could be done in open session); Machon: yes. Motion Carried.

Motion (Rozar/Fischer) to return to open session at 11:55 a.m. Motion carried unanimously.

Agenda items for next regular meeting: Wage plan and County Strategic plan discussions

The Chair declared the meeting adjourned at noon.

Respectfully submitted and signed electronically,

Donna M. Rozar

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Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.