

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 7, 2015

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar, Peter Hendler

OTHERS PRESENT (for part or all of meeting): Michael Martin, Marla Cummings, Dennis Polach, Amy Kaup, Samantha Joanis, Kathy Roetter, Doug Passineau, Connie Janowski, Paula Tracy, Bonnie Nuber, Terry Rickaby, Chad Schooley, Bill Clendenning, Terry Stelzer, Amy Slattery, Peter Manley, Kathy Zellner, Rae Ann Beaudry – The Horton Group, Patti Jehn – WPS

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 reviewed his letter of comments.

Information Technology Director Kaup highlighted some key information in her letter of comments. She reported there are a number of qualified candidates for the open position in her Department.

Wellness Coordinator Joanis gave an update on the Wellness Program.

Treasurer Kubisiak presented a resolution via the packet to sell tax deeded property.

Motion (Rozar/Pliml) to approve the resolution to accept offer of sale of tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin updated the Committee on the reconciliation of the Human Services receivables. He noted phase one is complete and he has seen a draft of the report for phase two. The Executive and Health and Human Services Committees will hold a joint meeting April 27th to review this document.

Martin provided information on the proposed 2016 borrowing for capital projects in the Highway Department and for the UW Marshfield/Wood County STEM project. He asked for and received permission to present the initial resolution for borrowing at next month's meeting.

Martin presented a resolution to amend the 2015 budget for UW Extension Farm Technology Days.

Motion (Rozar/Henkel) to approve the resolution to amend the 2015 budget for UW Extension Farm Technology Days (55661) for the purpose of fully funding the anticipated expenditures for 2015 through 2018. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin and Parks Director Schooley provided information on a request to assist in funding a "Discover Wisconsin" marketing package.

Motion (Rozar/Henkel) to approve the resolution to assist in the funding of a "Discover Wisconsin" marketing package, which will highlight water recreation opportunities in the South Wood County area, and other outdoor recreation opportunities in the Marshfield area. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin advised he has the preliminary estimates of 2014 transfer to restore working capital for Edgewater and Human Services. He reported General Fund has a surplus higher than estimated. This is due in part to positive variances in sales tax revenues. Martin estimated the General Fund working capital would be 15.95% after the transfer.

Break at 8:55 a.m.

Meeting reconvened at 9:05 a.m.

Human Resources

Connie Janowski provided the Committee with a Core Competencies and Key Behaviors document. The document will be used as a tool for succession planning, specifically when looking at leadership positions. The Committee provided feedback relating to its use.

Ms. Janowski shared a proposed revision of the Wood County Wage Plan policy. The policy includes additional details regarding New Position Reviews. The Committee requested a draft be submitted next month for final review and approval.

Last month the rate of pay for casual positions was discussed. Based on market information and that casual positions are not paid benefits, Ms. Janowski's recommendation is to hire casuals at an adjusted market rate per the proposed language contained in the Wood County Wage Plan policy.

Motion (Rozar/Henkel) to adopt the proposed recommendation regarding Market Reviews in the Wood County Wage Plan policy. Motion carried unanimously.

Ms. Janowski reviewed how vacation is currently awarded. The policy allows for employees to receive their vacation award after the first year of employment. Vacation awards are manually entered; however, with the new payroll system, beginning on June 1st, vacation balances will be entered, and going forward will accumulate on a current basis. New employees will be able to use their vacation sooner. This benefit will make Wood County more competitive in recruiting.

Motion (Pliml/Hendler) to approve the vacation accumulation proposal. Motion carried unanimously.

Motion (Hendler/Henkel) to go into closed session at 9:50 a.m. pursuant to Wisconsin State Statute 19.85 (1)(f) for an update regarding an employee's complaint.

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

Motion (Henkel/Rozar) to return to open session at 10:00 a.m. Motion carried unanimously.

Rae Ann Beaudry from the Horton Group and Patti Jehn from WPS provided updates and reviewed Wood County's 2014 year-end performance metrics. All performance metrics are being met and total savings from Care Management services is \$210,825. Affordable Care Act updates were discussed.

Motion (Henkel/Hendler) to adjourn the Executive Committee meeting at 10:01 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 the Paula Tracy. Other minutes taken and prepared by Bonnie Nuber. All minutes reviewed by the Executive Committee secretary.