

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 6, 2015

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

EXCUSED: Peter Hendler

OTHERS PRESENT (for part or all of meeting): Michael Martin, Dennis Polach, William Clendenning, Paula Tracy, Bonnie Nuber, Terry Stelzer, Marla Cummings, Kathy Roetter, Brent Vruwink, Sue Kunferman, Jo Timmerman, William Van Meter, Robert Van Dyke, Amy Kaup, Peter Kastenholz

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

Public Comment – No public comments

Consent Agenda

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

William Van Meter representing Maintenance Coordinator Rickaby reviewed the Maintenance Department's letter of comments.

Motion (Rozar/Pliml) to approve the purchase of a granite sign with lettering reading "Wood County Courthouse" at a cost of \$20,500 from Lifetime Memorials. Motion carried unanimously.

Risk Management Director Stelzer reviewed his letter of comments.

Information Technology Director Kaup noted she had recently returned from leave. She provided updates on priority projects in her Department including CIS mobile, laser fiche, HIRS conversion, upgrade to Dynamics, and IT Department remodel.

Sue Kunferman, Chair of the Wellness Board, offered to answer questions on Wellness updates. No questions were asked.

Treasurer Kubisiak provided information on a resolution to tax deed property via the Committee packet.

Motion (Henkel/Pliml) to approve the resolution to tax deed properties. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented three resolutions to amend the 2015 budgets of the Sheriff's Department and Land Conservation. The resolutions recognize and expense unanticipated revenues. Two of the three are for the Sheriff's Department.

Motion (Rozar/Henkel) to approve the three resolutions to amend the 2015 budgets of the Sheriff's Department (2) and Land Conservation (1) to recognize and expense unanticipated revenues. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin presented changes to the 2016 budgets of Human Services, Sheriff's Department, and Child Support. He also presented the budget using the premium on the 2015 debt issue to reduce the debt service tax levy as discussed by the Committee.

Motion (Pliml/Henkel) to approve the use of \$193,390 of premium on the 2015 debt issue to reduce the debt service tax levy. Motion carried unanimously.

Motion (Rozar/Henkel) to cap the capital expenditures in the Norwood Health Center budget at \$310,000. Motion carried unanimously.

Motion (Rozar/Pliml) to approve the 2016 proposed budget as amended, and to authorize the Finance Director to publish the 2016 proposed budget. Motion carried unanimously.

Break at 8:20 a.m. Meeting reconvened at 8:35 a.m.

Human Resources

Paula Tracy, Interim HR Director, reported that every June 1, employees are able to request an external grade review. The external review was done by Carlson Dettmann Consulting. 3 requests were submitted this year and the following recommendations were submitted: 1) Deputy Finance Director—position currently Grade 9, recommended movement to Grade 12 on the county pay plan; 2) Accounting Supervisor (Child Support)—position currently Grade 8, recommended movement to Grade 9 on the county pay plan; and 3) Administrative Services 3 (Child Support)—position currently Grade 3, recommended movement to Grade 4 on the county pay plan.

Motion (Pliml/Henkel) to approve the recommendations as presented beginning January 1, 2016. All ayes. Motion carried.

The Judicial and Legislative Committee passed a motion in a recent meeting that requests that internal, rather than external, reviews are performed when requested regarding the Pay Plan Policy. The consensus of the Committee was to revisit this issue when an HR Director is hired and can be part of the discussion.

The first round of interviews for an HR Director is being held October 7th with second round interviews tentatively scheduled for October 13th from 10:00- 11:00 a.m. Further information will be forthcoming.

The HRMS is up and running.

The HR Department is working with WPS regarding the health insurance open enrollment. Payroll staffers will be provided letting employees know about this window of opportunity which will close the end of October.

Motion (Henkel/Rozar) to go into closed session at 9:00 a.m. pursuant to §19.85(1)(e), Wis. Stats, to discuss collective bargaining negotiations with WPPA, Deputy Sheriffs Association. Roll call vote. All ayes. Motion carried.

Motion (Henkel/Pliml) to return to open session at 9:17 a.m. Motion carried.

Motion (Pliml/Henkel) to adjourn the meeting at 9:18 a.m.

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.