

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 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, William Clendenning, Bonnie Nuber, Brenda Nelson, Terry Stelzer, Marla Cummings, Brent Vruwink, Joseph Zurfluh, Terry Rickaby, Samantha Joanis, Amy Kaup, Sue Kunferman, John Peckham, Lori Heideman, Warren Kraft, Kathy Roetter, Chris Hanten, Stephanie Gudmunsen, Peter Kastenholz, Jason Grueneberg

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

Public Comment – No public comments

Consent Agenda

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

Maintenance Coordinator Rickaby reviewed his Letter of Comments and introduced the new Administrative Assistant, Brenda Nelson.

Risk Management Director Stelzer reviewed his Letter of Comments and presented the resolution for withdrawal from the Local Government Property Insurance Fund (LGPIF).

Motion (Rozar/Pliml) to approve the resolution for withdrawal from the Local Government Property Insurance Fund. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Information Technology Director Kaup reviewed her Letter of Comments, noting that the CIS project is of high importance at this time. The IT department will be working with local law enforcement agencies to ensure they are in compliance. Kaup also noted she has been working with Dispatch Manager Heideman on space needs for their departments, and they have determined that the second floor option will not accommodate both departments.

Wellness Coordinator Joanis presented updates on the Wellness program. She provided a 2015-2016 Wood County Wellness Program Kickoff Handout for informational purposes.

County Board Chairman Pliml announced the appointment of Heather Gehrt as Wood County Treasurer for the unexpired term of the retiring Wood County Treasurer.

Finance Director Martin presented four resolutions to amend the 2015 budget in the areas of various Highway functions, final debt issuance costs, Community Development Block Grant, and Land Conservation DATCP.

Motion (Hendler/Pliml) to approve the four resolutions to amend the 2015 budget in the areas of various Highway functions, final debt issuance costs, Community Development Block Grant, and Land Conservation DATCP. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin presented the 2015 resolution for Committed and Assigned Funds.

Motion (Rozar/Henkel) to approve the 2015 resolution for Committed and Assigned Funds. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin presented two Finance policies regarding Vendor Maintenance and Chart of Accounts.

Motion (Rozar/Pliml) to approve the Vendor Maintenance and Chart of Accounts policies. Motion carried unanimously.

Break at 8:40 a.m. Meeting reconvened at 8:47 a.m.

Human Resources

An update of the HRMS was given after an introduction of the new HR Director, Warren Kraft, with a welcome extended by the chair of the Executive Committee on behalf of all those in the room. Orientation is occurring on the HRMS which is going well. "Sign-ins" are possible at this point.

The **Professional Ladder for the Social Worker and Human Services Professional** policy was presented by Kathy Roetter, Chris Hanten, and Stephanie Gudmusen from the Human Services Department. With much discussion and appropriate answers asked and answered, the following points were made. The policy was deemed necessary with the merging of Social and Unified Services which created discrepancies in job descriptions and wages with social workers and other HS professionals within a new Human Services Department. A need was seen for the policy in a "post-Act 10" world. After the wage study, social workers were put in 3 different grades and a "reward system" based on performance and skill set was deemed necessary. This professional ladder provides an evaluation mechanism that builds trust and respect for both the employee and the supervisor. It includes core competencies that are measureable. Leaders in the HS Department see this as a "mini-contract" between the supervisor and employee to increase accountability. There are benefits with recruitment and retention as well. There was discussion about the fiscal impact and implementation process. It was made clear that this must operate within the parameters of the budget. This policy is likely to become a "Post-Act 10 Model" for not only other department within our county, but across the state. The HS leadership was commended for their creativity and effort in the development of this policy. HR Director Kraft was asked for input which supported the policy.

Motion (Rozar/Pliml) to approve the Professional Ladder for the Social Worker and Human Services Professional for the Human Services Department as presented and encourage Wood County Department Heads to look at a similar model for implementation in their respective departments. Motion carried unanimously.

Break at 9:27 a.m. Meeting reconvened at 9:32 a.m.

Discussion was held as a follow-up to the grade review recommendations in the Finance and Child Support Departments. Mr. Vruwink and Mr. Martin presented their recommendations to the Executive Committee regarding what they considered "grade gaps". Mr. Kraft distributed a "pay plan grade adjustment survey" with information collected from responding municipalities regarding this issue. Internal equity, credential, experience, and the value of positions were discussed. The budget impact of the recommendations was also discussed.

Motion (Rozar/Pliml) to accept the recommendations of the Finance and Child Support Departments for the grade changes effective the first pay period in 2016 after discussion and concurrence with the HR Director. Motion carried unanimously.

Motion (Henkel/Hendler) to go into closed session pursuant to §19.85(1)(e), Wis, Stats., to discuss grievance WPPA 15-127 at 9:55 a.m. Roll call vote. All ayes. Motion carried.

Motion (Rozar/Hendler) to go into open session at 10:17 a.m. Motion carried unanimously.

Motion (Henkel/Hendler) to go into closed session pursuant to §19.85(1)(f), Wis, Stats., to discuss an employee's complaint at 10:18 a.m. Roll call vote. All ayes. Motion carried.

Motion (Pliml/Henkel) to go into open session at 10:21 a.m. Motion carried unanimously.

Motion (Hendler/Pliml) to go into closed session pursuant to §19.85(1)(e), Wis, Stats., to deliberate the possible acquisition of public property at 10:24 a.m. Roll call vote. All ayes. Motion carried.

Motion (Pliml/Henkel) to go into open session at 11:15 a.m. Motion carried unanimously.

Motion (Rozar/Pliml) to go into closed session pursuant to §19.85(1)(c), Wis, Stats., to discuss annual performance evaluations of the Maintenance Manager, Safety & Risk Manager, IT Director, and Finance Director at 11:16 a.m. Roll call vote. All ayes. Motion carried.

Motion (Hendler/Henkel) to go into open session at 11:45 a.m. Motion carried unanimously.

Motion (Pliml/Hendler) to adjourn the EC meeting at 11:46 a.m. Motion carried unanimously.

Donna Rozar

Respectfully submitted and signed electronically by Donna Rozar, secretary

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