

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, May 5, 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, Dennis Polach, Amy Kaup, Samantha Joanis, Kathy Roetter, Doug Passineau, Connie Janowski, Paula Tracy, Bonnie Nuber, Terry Rickaby, Terry Stelzer, Amy Slattery, Sue Kunferman, Amanda Handrahan - Aspirus Business Health, Reuben Van Tassel, Kenneth Curry, Jo Timmerman, Joe Murray – Springsted, Peter Kastenholz, Brent Vruwink

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

Maintenance Coordinator Rickaby reviewed his letter of comments and introduced the new Maintenance Tech, Reuben Van Tassel.

Risk Management Director Stelzer highlighted key information from his letter of comments.

Information Technology Director Kaup reviewed her letter of comments. She reported that a verbal offer has been made for the open position in her Department. Kaup asked for and received permission to shift monies in the IT budget from projects to engage a contract programmer. This would be for a limited time to reduce the back log of programing projects.

Wellness Coordinator Joanis gave an update on the Wellness Program. Joanis and Amanda Handrahan of Aspirus Business Health provided an overview of the 2014 Health Risk Analysis document.

Break at 8:55 a.m.

Meeting reconvened at 9:05 a.m.

Finance Director Martin presented 2 initial resolutions for borrowing, one for Highway projects not to exceed \$5,000,000 the other for UW Marshfield/Wood County Campus building project not to exceed \$1,200,000. The County's financial advisor, Joe Murray of Springsted, presented information to help evaluate the financing needs of the county.

**Motion (Henkel/Hendler) to approve two initial resolutions to authorize the issuance of general obligation promissory notes, one for Highway projects not to exceed \$5,000,000; the other for the UW Marshfield/Wood County STEM project not to exceed \$1,200,000. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

Human Services Director Roetter presented a resolution to transfer \$16,500 from contingency to Norwood Plant Operations to fund an architect to draft plans for a new front entrance at the Wood County Annex and Health Center.

**Motion (Rozar/Hendler) to approve the resolution to transfer \$16,500 from contingency to Norwood Plant Operations to fund an architect to draft plans for a new front entrance at the Wood County Annex and Health Center. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Roetter and Jo Timmerman reviewed the Human Services action plan for the Department's fiscal services.

### **Human Resources**

Connie Janowski reported she provided the Department Heads with the Core Competencies and Key Behaviors document. The document will be used as a tool in beginning the conversation relating to functions of

Department Head positions. The document is to be shared with oversight committees for their input and feedback. It is not intended to be a final document, but rather a starting place.

Janowski noted Norwood and Edgewater Haven Nursing Home are concerned with the difficulties in recruiting Registered Nurse and Certified Nursing Assistant (CNA) positions. While the Executive Committee approved latitude in extending employment offers, the Departments are concerned their budgets cannot afford offering higher starting wages and then there would be an internal equity impact. Discussion also included the fact that as a pre-requisite for the nursing degree programs in the area, nursing students obtain a CNA license and then don't work for any one employer very long because they are pursuing their nursing degree.

As a follow up to last month's discussion, Ms. Janowski shared the revised Wood County Wage Plan policy.

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

The Human Resources Department is in the process of gathering information of Wood County businesses in preparation for budget discussions. The Consumer Price Index is 2.2% and the Social Security Index is 2.3% for 2016. A lot of counties' pay plans are "open range", similar to that of the private sector.

Kathy Roetter presented a resolution requesting approval for a new position. This position had been contracted, but the agency Human Services worked with did not renew their contract. This position will be budget neutral.

**Motion (Rozar/Pliml) to approve the resolution and forward to the County Board. Motion carried unanimously.**

**Motion (Hendler/Henkel) to go into closed session at 10:30 a.m. pursuant to Wisconsin State Statute 19.85 (1)(e) for competitive and bargaining reasons to consider finalists/a finalist for the County's health insurance broker.**

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

**Motion (Rozar/Hendler) to return to open session at 10:32 a.m. Motion carried unanimously.**

**Motion (Pliml/Hendler) to go into closed session at 10:33 a.m. pursuant to Wisconsin State Statute 19.85 (1)(f) for any update regarding an employee's complaint.**

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

**Motion (Pliml/Hendler) to return to open session at 10:37 a.m. Motion carried unanimously.**

**Motion (Hendler/Henkel) to adjourn the Executive Committee meeting at 10:38 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 Paula Tracy. Other minutes taken and prepared by Bonnie Nuber. All minutes reviewed by the Executive Committee secretary.