

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, February 3, 2015

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Hilde Henkel, Trent Miner, Peter Hendler and via telephone for majority of meeting, Donna Rozar

**EXCUSED:** Lance Pliml

**OTHERS PRESENT** (for part or all of meeting): Michael Martin, Marla Cummings, Dennis Polach, Sue Kunferman, Amy Kaup, Samantha Joanis, Kathy Roetter, Connie Janowski, Paula Tracy, Bonnie Nuber, Terry Rickaby, Kenneth Curry, Amy Slattery, Dale Carlson, Tom Harcinske, Marshfield Mayor Chris Meyer, Steve Barg – City of Marshfield, Atty. Andy Phillips, Karen Madden, Karen Kubisiak, Chad Schooley, Jason Grueneberg, Bill Leichtnam, Rhonda Kozik, Jo Timmerman, Sheriff Tom Reichert, Chief Deputy Randy Dorshorst.

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

**Public Comment** – Mayor Chris Meyer offered to answer questions related to a previous meeting. No questions were asked.

**Consent Agenda** – No additions or corrections to the consent agenda

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

Chairman Miner noted item number four of the agenda, an update from Mayor Vruwink, has been postponed.

Treasurer Kubisiak presented a resolution to sell tax deeded property.

**Motion (Hendler/Henkel) to approve the resolution to sell tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried.**

Maintenance Coordinator Rickaby reviewed his letter of comments noting the importance of being proactive in filling the upcoming vacancy in the Maintenance Department due to a retirement.

Information Technology Director Kaup highlighted some key information in her letter of comments.

Wellness Coordinator Joanis gave an update on the wellness program. Health Officer Kunferman requested approval from the committee for a change to the Employee Wellness Policy that would allow employees to use their lunch break and other breaks collectively to work toward their wellness goals, if deemed feasible by their supervisor.

**Motion (Henkel/Hendler) to approve the change to the Employee Wellness Policy to allow employees to use their lunch break and other breaks collectively to work toward their wellness goals, if deemed feasible by their supervisor. Motion carried.**

Human Services Director Roetter, Jo Timmerman, Deputy Finance Director Cummings and Finance Director Martin presented information on phase one of Wipfli LLP's reconciliations, observations and recommendations for Human Services receivable/billing accounts. Roetter advised the Committee on the plans for phase two of the process.

Rozar joined the meeting by phone during this discussion.

Planning & Zoning Director Grueneberg presented a resolution to share funding of the city of Marshfield subdivision development. This request is for the 2015 budget to transfer \$120,225 from Contingency to Grants. The resolution as presented needed revisions on some of the details.

**Motion (Hendler/Henkel) to approve the intent of the resolution to transfer \$120,255 from Contingency to Grants to share in funding the city of Marshfield subdivision development and sign the amended resolution before County Board meeting. The resolution will be forwarded to the County Board for consideration. Motion carried.**

Deputy Director Cummings presented a request to amend the Coroner's 2014 budget by \$1,000. Since this is under \$5,000 and less than 10% of the function in total a resolution is not needed.

**Motion (Henkel/Hendler) to transfer \$1,000 from Contingency to the Coroner's 2014 budget due to unanticipated expenses. Motion carried.**

Cummings presented three resolutions to amend the 2014 budgets of Human Resources, Forest State Aid, and Norwood. All the resolutions were for unanticipated expenses to be funded by transfers or unanticipated revenues with no additional cost to the county.

**Motion (Hendler/ Henkel) to approve three resolutions to amend the 2014 budgets of Human Resources, Forest State Aid and Norwood. The resolutions will be forwarded to the County Board for consideration. Motion carried.**

Human Services Director Roetter presented a resolution to authorize entering a lease agreement with the City of Marshfield for space in city hall.

**Motion (Hendler/Henkel) to approve the resolution to authorize entry into a three-year agreement with the City of Marshfield whereby the Human Services Department continues to lease all the fourth floor of city hall in Marshfield. The resolution will be forwarded to the County Board for consideration. Motion carried.**

Roetter presented a resolution to authorize Human Services to support the development and ongoing training of psychiatric residents.

**Motion (Henkel/Hendler) to approve the resolution to authorize Human Services to support the development and ongoing training of psychiatric residents through a new program being developed by the Medical College of Wisconsin in Central Wisconsin. The resolution will be forwarded to the County Board for consideration. Motion carried.**

Roetter requested funding for architect fees to explore changing the facade of the Wood County Annex and Health Center. This is part of the ongoing process of rebranding the facility. The Committee directed Roetter to get proposals on the cost of hiring an architect.

Break at 9:15a.m.

Reconvened at 9:30 a.m.

### **Human Resources**

Connie Janowski gave an update regarding the Human Resource Information System (HRIS) computer system. Insperity is coordinating a date for launching the recruiting module. There are three final candidates for the recruiter position and a selection will be made in the near future.

Connie Janowski shared two items discussed at the employee feedback meeting. One item was relating to catastrophic sick leave accounts where the discussion provided useful information to consider and two, comments on providing lunch onsite for the Courthouse employees. Connie spoke with Sheriff Reichert about the Sheriff's Department dietary staff providing meals. He is open to more conversation on this matter. Exploring the use of outside vendors is also an option.

**Motion (Hendler/Henkel) to go into closed session at 9:35 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to discuss 2014 outstanding performance reviews.**

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

**Motion (Henkel/Hendler) to return to open session at 10:23 a.m. Motion carried unanimously.**

Ms. Janowski opened the discussion regarding a reorganization of the management structure in the Sheriff's Department. She noted that according to the Wisconsin State Statutes, there is a need to reclassify the corrections officer positions. Attorney Andy Phillips indicated corrections officers are in the general category and subject to the Wisconsin Retirement System (WRS), which also includes the jail sergeant and jail lieutenant positions. Sheriff Reichert shared his proposal to reorganize the patrol sergeant positions to provide greater administrative efficiency to the Sheriff's Department's 24/7 operation.

**Motion (Rozar/Henkel) to:**

- 1. Support the proper classification of employees for WRS purposes and support the County Employee Trust Fund (ETF) Agent's classification of the jail personnel currently reported as protective category to being reported as general category.**
- 2. The employees that were formerly in the protective category lose certain WRS benefits as the result of the change to general category. Therefore, the Committee authorizes the following enhancements to those employees' benefit packages: Salary adjustment, one time only adjustments to Disability, Comp Time, and lump sum payment in lieu of Kelly days.**
- 3. The changes to the employee benefit packages will take effect on the 91<sup>st</sup> day following an employee's receipt of the notice of change in WRS classification. If an employee exercises his/her right to appeal the change in classification to ETF, the enhanced benefits approved for that employee by this Committee shall be suspended and shall not be granted. In such a case, the employee will be entitled only to his/her current benefit package and the County will defend against the appeal.**
- 4. Support of the Sheriff's Department reorganization of the patrol sergeants.**

**Motion carried unanimously.**

**Motion (Hendler/Henkel) to adjourn the Executive Committee meeting at 10:50 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

***Donna Rozar., secretary***

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.