

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, November 4, 2014

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

OTHERS PRESENT (for part or all of meeting): Michael Martin, Marla Cummings, Terry Rickaby, Amy Kaup, Terry Stelzer, Amy Slattery, Kathy Roetter, Jo Timmerman, Karen Kubisiak, Paula Tracy, Connie Janowski, Dennis Polach, Bill Clendenning, Ed Wagner, Bob Moore

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

Public Comment - No comments from the public

Consent Agenda – No additions or corrections to the consent agenda

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

Maintenance Coordinator Rickaby reviewed his letter of comments with the Committee.

Information Systems Director Kaup reviewed her letter of comments with the Committee.

Treasurer presented two resolutions:

Motion on resolution to tax deed property motion (Rozar/Pliml). The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Motion on resolution to sell tax deeded property motion (Pliml/Henkel). The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

The 3rd quarter Investment & Economic report was presented by Bob Moore from ICM.

Finance Director Martin presented two resolutions and a formal policy adoption:

A budget resolution from Edgewater to increase the therapies function 54215 by \$160,000 half funded by public charges and the other half from contingency. Motion (Hendler/Rozar). The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

A resolution from the UW Extension Junior Fair requesting their 2015 allotment of \$32,000 to be disbursed in 2014 rather than 2015 motion (Rozar/Henkel). The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Presented a formal adoption of “Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantage Obligations and Continuing Disclosures” motion (Henkel/Pliml). Motion carried unanimously.

An up-date on Human Services Accounting was presented by Martin, Timmerman, and Roetter.

Ed Wagner and Bill Clendenning led a discussion of future County involvement in the Central WI State Fair.

Adjourned for a break at 10:00 am.

Reconvened at 10:15 a.m.

Human Resources

Connie Janowski noted that some areas have been identified in the *Wood County Employee Policy Handbook* that need revision. She will be asking for input from the department heads for their suggestions also.

A primary revision to the health insurance plan is that the vision portion has been removed and a stand-alone vision plan created. Connie stated this revision has a net cost savings of \$18,400. Waiting periods have been standardized; this will help in terms of attracting professional levels when recruiting.

The new hire orientation program will roll out in January. With a few more execution pieces to put into place, all new hires will have a consistent welcome when beginning their employment with Wood County. The departments involved in this project have done a fantastic job.

Connie reported that a shared Human Resources/Information Technology goal is to continue the working relationship with Insperity as a vendor for the Human Resources Information System (HRIS). Human Resources is conducting mapping audits to clean up old data, and will be conducting more mapping as we think ahead for future utilization within the HRIS.

Human Resources is creating an employee benefit letter from the HRIS that exists today. When implemented, the new HRIS will contain tables to make the system more robust. The benefit letter and an update form for all benefit options will be provided at open enrollment during the week of November 17, 2014. There will be 20 open enrollment presentations conducted by Connie and Carol Tetzloff from HR and Barb Ochs from The Horton Group.

Connie indicated she held seven goal training sessions. Most of the department heads were in attendance. Good conversations were held and the sessions provided an opportunity for in detail discussions of SMART goals. Connie also reminded department heads of any overdue performance reviews they have in their departments.

Motion (Pliml/Henkel) to go into closed session at 11:30 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to discuss performance reviews of Department Heads.

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

Motion (Hendler/Henkel) to return to open session at 11:31 a.m. Motion carried unanimously.

Motion (Pliml/Hendler) to adjourn the Executive Committee meeting at 11:32 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

Donna Rozar, Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Marla Cummings. All minutes reviewed by the Executive Committee secretary.