

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, December 3, 2013

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

OTHERS PRESENT: Dennis Polach, Bill Clendenning, Terry Stelzer, Michael Martin, Amy Kaup, Bonnie Nuber, Terry Rickaby, Samantha Joanis, Cindy Joosten, Karen Kubisiak, Marla Cummings, Kathy Zellner, Steve Kreuser, Ed Reed, Paula Tracy, Angel Butler-Meddaugh, Chris Markworth

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

Public Comment - No comments from the public

Finance Director Martin introduced the new Deputy Finance Director Marla Cummings. He noted Marla is catching on quickly and is looking forward to a productive working relationship.

Investment advisor Robert Moore – ICM gave a presentation on the market trends and how they affect the county's investments.

Consent Agenda – No additions or corrections to the consent agenda

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

Maintenance Coordinator Rickaby reviewed his letter of comments. Miner asked about the operating costs of the two group homes the county rents to Clarity Care. More detailed information was requested for the next meeting.

Safety and Risk Manager Stelzer gave a brief update on his monthly letter of comments. Pliml complimented Stelzer on his handling of complaints regarding the odor from the recent roofing project.

Information Systems Director Kaup reviewed highlights of her letter of comments. Pliml noted the importance of Kaup's leadership role with GIPAW (Governmental Information Processing Association of Wisconsin).

Wellness Coordinator Joanis presented information on the current challenge "Be Merry and Light". Joanis noted she met with employees from the Highway Department and was pleased with the reception.

Finance Director Martin presented a resolution to show elements of committed and assigned governmental fund balance projected as of December 31, 2013.

Motion (Rozar/Hendler) to approve the resolution to show elements of committed and assigned governmental fund balance projected as of December 31, 2013. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Emergency Management Director Kreuser presented the Committee with an update on the Marshfield area towers project. He commented the project was making progress due in part to cooperation from the City of Marshfield. He was confident ground breaking could occur by the end of March 2014.

Clerk of Courts Joosten and Finance Director Martin presented information on a second proposal to transfer appropriations from operations to capital outlay in the Clerk of Courts budget for purchase of stackers for the work stations. This request was for \$8,000 to be added to the previously requested \$12,000 for a total of \$20,000

Motion (Rozar/Henkel) to approve the transfer of \$20,000 for operations to capital improvement in the Clerk of Courts budget and to be carried over in subsequent years. Motion carried unanimously.

Rozar presented information on the UW Marshfield/Wood County Commission agreement. The agreement is dated 1971 and is between the UW Marshfield/Wood County Commission and the University of Wisconsin system regarding the division of expenditures. Rozar stated the document should be updated. It was the consensus of the Committee that the Commission should initiate the updating and inform the Executive Committee of the final document.

Martin presented four resolutions to amend the 2013 budgets of Elections, Aid for Libraries, Edgewater Therapy, and Workers Compensation.

Motion (Pliml/Hendler) to approve four resolutions to amend the 2013 budgets of Elections, Aid for Libraries, Edgewater Therapy, and Workers Compensation. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin noted Building Numbering will need a 2013 budget resolution, but the final number is not known at this time.

He reported on the transfer for Edgewater, but the number is preliminary.

Ten minute break 9:30 a.m.

Human Resources

Ed Reed announced the rollout of the online County employment application. He congratulated Angel Butler-Meddaugh, Human Resources and Chris Markworth, Systems Department for doing an exemplary job in completing the project. Mr. Markworth gave a demonstration of how the website functions. Employment openings are listed on the County website. The County employment application and job descriptions are available to interested applicants.

The Committee reviewed a proposed merit pay grid last month and asked it be revised. Ed Reed presented the revised merit pay grid and discussed how the system works. The grid will need to be updated and approved every year by the Committee. This template is effective beginning in 2015. In the meanwhile should further discussion be needed, there is time.

Human Resources received a proposal from the Public Safety Committee and Steve Kreuser to develop a method of compensating the Communications Coordinator for work and travel outside the normal work day. This position would not receive “comp time” until 20 hours per month are exceeded.

Motion (Pliml/Henkel) to approve the proposal to pay the Communications Coordinator a competitive premium, effective December 8, 2013. Motion carried unanimously.

Last month the Committee began discussion of the 2014 wages and requested a proposal to review. Mr. Reed will present a proposal to department heads and have a final proposal for the Committee at a future meeting.

The Employee Policy Handbook review has been completed. Department heads reviewed the Handbook and made recommended changes to two policies; the “Introductory Period” and “Termination of Employment”.

Motion (Rozar/Pliml) to approve policy changes to “Introductory Period” and “Termination of Employment”. Motion carried unanimously.

Paula Tracy provided the Committee with an update of the 2013 labor relations budget.

Motion (Rozar/Henkel) to go into closed session at 10:40 a.m., pursuant to §19.85 (1)(f), Wis. Stats., for an update regarding an employee’s complaints.

Rozar: Aye; Pliml: Aye; Henkel: Aye; Hendler: Aye; Miner: Aye. Motion carried.

Motion (Pliml/Hendler) to return to open session at 10:48 a.m. Motion carried unanimously.

Motion (Henkel/Rozar) to adjourn the meeting at 11:00 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 Bonnie Nuber. All minutes reviewed by the Executive Committee secretary.