

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, February 7, 2012
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Trent Miner, Jeff Conradt, Donna Rozar, and Peter Hendler
EXCUSED: Lance Pliml

OTHERS PRESENT: Dennis Polach, Ed Reed, Paula Tracy, Rhonda Kozik, Peter Kastenholz, Susan Ginter, Tom Reichert, Randy Dorshorst, Sue Kunferman, Kathy Roetter, Charlie Carlson, Barb Petkovsek, Ken Kittleson-Monroe County, Kathryn Roellich-Clark County, Peggy Sullivan, Karen Madden, Gerald Nelson, Karen Kubisiak, Jason Scott, Terry Stelzer, Michael Martin, Renee Fox, Christina Conrad, Amy Slattery, Bob Moore – ICM, Terry Rickaby, Brent Vruwink, Amanda Sapp - Aspirus, Steve Kreuser, Dan Walker – Wipfli, Eric Waldron – Wipfli, and Bonnie Nuber

BUSINESS

Public Comment – Chair Miner announced item 10d is removed from the agenda.

Consent Agenda – No comments, questions, or corrections were voiced.

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

Human Resources (HR)

Motion (Rozar/Conradt) to go into closed session at 8:03 a.m. pursuant to §19.85(1)(e), Wis. Stats., to:

- **Review and discuss Grievances 11-12, 11-13, and 11-14 by Local 1715 (Norwood Health Center Employees).**
- **Discuss 2012 collective bargaining negotiations with:**
 - **Local 344, Wood County Parks Employees**
 - **Local 344, Wood County Highway Employees**
 - **Local 1751, Norwood Health Center Employees**
 - **Local 2486, Wood County Courthouse Employees**
 - **Local 2486P, Wood County Courthouse, Social Services and Unified Services Employees**
 - **SEIU Healthcare Wisconsin, (Edgewater Haven Nursing Home employees)**
 - **Local 5037, Wood County Nurses Council**
 - **WPPA, Deputy Sheriffs Association.**
 - **Teamsters, Local 662 (Norwood Nurses)**

Roll call vote: Conradt, aye; Hendler, aye; Rozar, aye; Miner, aye. Motion carried.

Motion (Conradt/Rozar) to return to open session at 8:20 a.m. Motion carried unanimously.

Neither the employees nor the union appeared before the Committee to discuss the grievances. The grievances are considered closed.

The Committee reviewed the DMG recommendations regarding position reclassifications for the Deputy Register of Deeds, Deputy Treasurer, Deputy County Clerk, and Deputy Clerk of Courts positions.

Motion (Miner/Hendler) to reclassify the Deputy Register of Deeds and Deputy Treasurer positions one pay grade, retroactive to January 1, 2012. 2 Ayes and 2 Nays. Motion failed. Conradt – no; in anticipation of wage study, go with those results. Rozar – no; in light of fairness with upcoming wage study; review again after study completed.

Ed Reed provided a copy of a wage survey for each elected official position. The Committee discussed which comparables they might use when setting wages for the next term and if a salary increase or bonus be provided. Sheriff Reichert requested that when looking at comparables for the Sheriff's position, those comparables county Chiefs of Police. The consensus of the Committee was to discuss this issue further at next month's meeting.

The Committee discussed a policy deviation regarding overtime in the Sheriff's Department. Ed Reed gave the department an emergency dispensation until the request was reviewed by the Committee. Consensus of the Committee was that since this policy was a budget based decision, it may continue.

Motion (Hendler/Rozar) to go into closed session at 8:35 a.m. pursuant to §19.85(1)(e), Wis. Stats., for an update regarding an Equal Employment Opportunity complaint.

Roll call vote: Conradt, aye; Hendler, aye; Rozar, aye; Miner, aye. Motion carried.

Motion (Conradt/Rozar) to return to open session at 8:45 a.m. Motion carried unanimously.

The Committee reviewed a medical leave of absence request.

Motion (Rozar/Hendler) to approve a medical leave of absence. Motion carried unanimously.

Ed Reed announced that every employee has signed their acknowledgement for receipt of the Employee Policy Handbook. He will be sharing this news with department heads.

Discussion regarding part-time benefits question will be postponed until next month.

At 9:30 a.m., Charlie Carlson, a salary analysis consultant, provided a discussion in what would be involved for Wood County to conduct an overall wage and pay grade analysis. It was the consensus of the Committee to have further discussion next month.

Kathy Roetter provided the Committee with an update regarding the transition of the Human Services Department. The Health and Human Services Committee approved the proposed organization chart. As a result of that approval, a point factor analysis was completed which

found a disparity of pay grades within the management level. She recommended a pay increase for several positions.

Motion (Rozar/Hendler) to approve a pay increase for several Human Services management positions effective the next pay period. Motion carried unanimously.

The Committee discussed RN wages county-wide. The wage trend for RNs throughout the County will be monitored.

Ed Reed updated the Committee regarding recruitment for the Management Information Systems Director position. An employment announcement appeared in the February *Wisconsin Counties* magazine.

The six-month WRS report was forwarded to the state. We now wait until all municipalities have submitted their reports and verification is received by WRS to begin preparing the annual WRS report. Wood County reports are in excellent shape due to the efforts of Jenny Corbett and Carol Tetzloff.

The Committee continued last month's discussion regarding a credit card for the Human Resources Department.

Motion (Rozar/Conradt) to approve a credit card for the Human Resources Department. Motion carried unanimously.

Ed Reed reviewed his annual objectives. He requested feedback from the Committee with a discussion regarding expectations related to each objective.

Human Resources agenda items finished at 10:45 a.m.

The annual membership dues for the National Association of Counties Organization (NACO) is \$1,615. There is money in the budget to pay the dues.

Motion (Rozar/Miner) that Wood County join NACO. Motion carried. No – Conradt; doesn't believe the County will get much of a voice in matters.

Bob Moore of ICM gave a presentation on current economic conditions.

Wellness Coordinator Fox announced she will be leaving her position with Wood County due to family relocation. Aspirus has plans for interim support and is looking to fill the position permanently. Committee members thanked Renee for her service and wished her well.

Maintenance Coordinator Rickaby gave an update on current and upcoming projects.

Safety Director Stelzer presented a resolution to approve the continuation of the self-insured Worker's Compensation program and information on injury recurrence prevention.

Motion (Rozar/Conradt) to approve the resolution to continue the self-insured Worker's Compensation program and forward the resolution to the County Board for consideration. Motion carried unanimously.

The members advised Stelzer to make recommendations for remedial actions to department heads and oversight committee chairs to insure follow through.

Emergency Management Director Kreuser presented a request to transfer appropriations from operations to outlay to purchase a vehicle for the Radio Engineer.

Motion (Rozar/Conradt) to approve the transfer of \$28,000 from 2012 operations to outlay to purchase a vehicle for the Radio Engineer. Motion carried unanimously.

Finance Director Martin presented five resolutions to amend the 2011 budget and two resolutions to amend the 2012 budget.

Motion (Hendler/Conradt) to approve the resolutions to amend the 2011 budgets of Emergency Management, UW Extension, Branch III-Drug Court, Coroner, and Highway and forward the resolutions to the County Board for consideration. Motion carried unanimously.

Motion (Conradt/Rozar) to approve the resolutions to amend the 2012 budgets of Building Numbering and Forestry State Aid and forward the resolutions to the County Board for consideration. Motion carried unanimously.

Edgewater Haven Director Slattery and Edgewater Accountant Conrad provided the Committee with information regarding a shortfall in revenues that will require a transfer of funds. Expenditures at Edgewater for 2011 were less than budgeted, but there will be a need to transfer \$263,562.

Child Support Director Vruwink informed the Committee that Child Support 2011 revenues were over-estimated. This shortfall created a lower fund balance at the end of 2011 which will not be enough to fund the 2012 operations.

Dan Walker and Eric Waldron of Wipfli CPAs and Consultants gave a presentation on proposed services to facilitate an operational review to identify specific actions that can be implemented to reduce cost and/or increase efficiency.

Motion (Rozar/Hendler) to approve payment of the monthly vouchers as presented on the respective department's Report of Claims. Motion carried unanimously.

Next meeting: Tuesday, March 6, 2012, 8:00 a.m. at the courthouse.

Motion (Rozar/Hendler) to adjourn at 12:55 p.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 and reviewed by the Executive Committee secretary.