

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, March 6, 2012
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Trent Miner, Jeff Conradt, Donna Rozar, and Lance Pliml
EXCUSED: Peter Hendler

OTHERS PRESENT: Dennis Polach, Ed Reed, Paula Tracy, Peter Kastenholtz, Tom Reichert, Sue Kunferman, Kathy Roetter, Karen Madden, Jason Scott, Terry Stelzer, Michael Martin, Christina Conrad, Amy Slattery, Terry Rickaby, Joe Murray (Springsted), Kathy Alft, and Bonnie Nuber

BUSINESS

Public Comment – No public comment.

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

Motion (Pliml/Conradt) to approve the consent agenda. Motion carried unanimously.

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

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

Risk Management Director Stelzer reviewed his letter of comments with the Committee. He noted that Worker Compensation rates have remained the same for a number of years and with rising costs, he believes rates may have to be raised.

Wellness Board Chair Martin presented information on wellness leadership standards for department heads and asked for approval of the program "Sit for 60 Move for 3". The consensus of the committee was that department head input be received before further discussion on both issues takes place.

Finance Director Martin presented information on a request from the Health Department to set up Healthy Smiles and Consolidated Grants as nonlapsing functions. He also presented three resolutions to amend the 2011 budget.

Motion (Rozar/Pliml) to approve the request from the Health Department to set up Healthy Smiles and Consolidated Grants as nonlapsing functions. Motion carried unanimously.

Motion (Conradt/Pliml) to approve resolutions to amend the 2011 budgets of Norwood SNF-CMI, Social Services W-2/FSET and Day Care, and Health Department Dental Sealants and forward these resolutions to the County Board for consideration. Motion carried unanimously.

Martin requested motions to approve a transfer of 2011 appropriations from Contingency to Humane Officer for budget overage and to approve increasing the capitalization level from \$500 to \$2,500.

Motion (Conradt/Pliml) to approve transfer of 2011 appropriations from Contingency to Humane Officer for budget overage. Motion carried unanimously.

Motion (Pliml/Rozar) to approve increasing capitalization level from \$500 to \$2,500. Motion carried unanimously.

Martin introduced financial advisor, Joe Murray of Springsted. Murray advised that seeking competitive bids on the borrowing for Edgewater Haven Nursing Home improvements would save the County money compared to borrowing from the State Trust Fund Loan Program. He advised that including the \$800,000 borrowed last year would save the County additional money. He posed this question to the committee members: "What would be the best term for the borrowing?" After careful consideration, the members agreed that ten years would be the best choice.

Motion (Rozar/Conradt) to approve the resolution to authorize the issuance of general obligation securities to fund capital projects in 2012, not to exceed \$3,000,000, with reasonable expectation that the borrowing will not cause the County to increase the debt levy rate and forward the resolution to the County Board for consideration. Motion carried unanimously.

Motion (Pliml/Conradt) to approve the resolution to authorize the issuance of general obligation securities to fund capital projects in 2012, not to exceed \$3,000,000, and forward the resolution to the County Board for consideration. Motion carried unanimously.

Motion (Conradt/Pliml) to approve the resolution to authorize the issuance of general obligation securities to fund capital projects in 2012, not to exceed \$800,000, and forward the resolution to the County Board for consideration. Motion carried unanimously.

Executive Committee took a ten minute break at 9:00 a.m.

Human Resources

Ed Reed informed the Committee that Human Resources received two union election notices.

The Committee reviewed salary comparisons and a resolution for the County Clerk, Register of Deeds, and Treasurer positions for their next terms of office beginning January 2013. It was suggested that these positions be given a three percent (3%) increase immediately, and then increase each year (2012 through 2016) by the same percentage and at the same time approval for the non-elected department heads increases, if given, is implemented. If the elected official's position is ranked in the Wood County salary plan, their increase will be the same as that for any department head in that salary grade. The Committee will meet before the March County Board meeting to review and sign the revised resolution.

Ed Reed gave an update regarding the salary grade survey project. The Committee signed and will forward the resolution to County Board to transfer money from contingency and proceed with the project.

Motion (Rozar/Conradt) to approve the resolution transferring money from contingency to pay for the salary grade study. Motion carried unanimously.

Ed Reed provided a proposal for a policy revision to the Post Employment Health Plan (PEHP).

Motion (Rozar/Pliml) to approve a policy revision to the Post Employment Health Plan (PEHP), effective February 1, 2012. Motion carried unanimously.

The Committee reviewed a payroll policy question: if an employee changes their work hours from full-time to part-time or the reverse, how will their benefits be handled? The question was raised: if a reduction in hours occurs after health insurance open enrollment ends, will it be considered, under federal definition, a qualifying event to change health insurance premium costs? The Committee decided to continue this discussion next month and requested a review of whether a partial reduction in hours is an insurance “qualifying event”.

Ed Reed provided the Committee with an update that the 2013 WRS contribution rates are not anticipated in time for the 2013 budget. The County’s WRS year-end report cannot be submitted until all municipalities’ category change reports have been received by Employee Trust Fund.

He further reported that the three tier health insurance plans are still in good shape, but that he will be meeting with WPS to discuss possibly restructuring the health plans. He also asked the Committee for expectations regarding his objectives. Discussion will continue next month.

Next meeting: **Wednesday, April 4, 2012, 8:00 a.m.** at the courthouse.

Motion (Conradt/Pliml) to adjourn the meeting at 10:45 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. 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.