

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Wednesday, April 4, 2012  
**TIME:** 8:00 a.m.  
**PLACE:** Room 115, Wood County Courthouse  
**PRESENT:** Trent Miner, Jeff Conradt, Donna Rozar, Peter Hendler, Lance Pliml

**OTHERS PRESENT:** Dennis Polach, Paula Tracy, Peter Kastenzholz, Kathy Roetter, Terry Stelzer, Michael Martin, Terry Rickaby, Kathy Alft, Tyler Zastava, Doug Passineau, John Peckham, Jim Alfred, Shelly Fleury

### **BUSINESS**

**Public Comment** – No public comment

**Consent Agenda** – No comments, questions, or corrections voiced

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

Corporation Counsel Kastenzholz presented information regarding the sale of the UW apartment building that the County has deeded interest in. He stated there are no legal restrictions regarding how the county or city handles the proceeds should they sell. It was the consensus of the committee to deed the property back to the UW Commission. Kastenzholz was directed to communicate this information to both the City of Marshfield and the UW Commission.

Maintenance Coordinator Rickaby reviewed his letter of comments with the Committee. Based on conversations with the Planning and Zoning Director Popelka, granting agencies are requiring purchasing policies when applying for grants. The committee questioned why this wasn't an issue in the past. Martin stated there was always wording in grant applications that said there "should be" a purchasing policy but the policy wasn't required and recently funders have been more stringent regarding this requirement. With the assistance of the Finance Department, Rickaby drafted a purchasing policy for the Committee's review. The committee recommended a wording change and suggested the policy be reviewed by corporation counsel. Rickaby will bring the final draft of the policy for review and approval at the next Executive Committee meeting.

Risk Management Director Stelzer reviewed his letter of comments with the Committee. He noted that the Worker Compensation fund has decreased. Miner asked if there were concerns regarding the fund balance. Stelzer stated he would like to request an increase in rates for the 2013 budget.

Wellness Board Chair Martin presented results of the department head input on the leadership standards. He also informed the committee that the Wellness Board had 3 interviews to fill the current Wellness Coordinator vacancy and from those three candidates they had made their final recommendation to Aspirus.

Finance Director Martin presented information regarding the 2011 transfer to Edgewater. Martin stated the transfer would need to be \$271,000 to replenish their working capital to the correct amount.

**Motion (Hendler/Rozar) to approve the 2011 transfer for Edgewater. Motion carried unanimously.**

Human Services Director Roetter presented information for the request of a Risk Reserve Fund (RRF). Martin explained that it appears there will be enough, after the budgeted transfer amount of \$2.1M back to general fund, to retain the balance in the RRF. Roetter explained that after her conversation with Martin, she believes they should focus only on the at-risk functions when deciding what amount to set for the RRF balance. Miner stated there should be a formula to calculate the amount of risk reserve needed instead of setting a straight dollar amount. Rozar explained to the committee that the funds for the capital items in 2012 should be taken out prior to transferring the balance to the RRF. Martin stated he will work with Human Services to develop a policy statement, but as for now, he would like to set the RRF at \$1.4M.

**Motion (Hendler/Pliml) to set up a Risk Reserve Fund for Human Services. Motion carried unanimously.**

Roetter presented a resolution to amend the 2012 budget for capital items. Discussion on the relationship between the capital improvement plan (CIP) and budget followed.

**Motion (Hendler/Conradt) to approve a resolution to amend the 2012 budget of Norwood for capital items and forward the resolution to the County Board for consideration. Motion carried unanimously.**

At a prior committee meeting, it was decided that the Highway and Health Departments would be the test departments for developing a Performance Management Plan (PMP). Highway Director Passineau and Health Director Kunferman presented their ideas regarding a PMP. Alft distributed the Health Department's PMP they developed and discussion followed. Passineau discussed his ideas for a PMP in his department. Martin stated that even though each department will have a little different format tailored to their needs, there still needs to be a standard format when summarizing the information for the Executive Committee. Martin further stated we could look at our financial software (Dynamics) to record data and generate reports. Pliml explained the goal of the PMPs is to know that taxpayer funds are being spent in the most efficient and cost-effective way.

Passineau presented the fund balances of the Highway Department with the aid of Highway accountant Alferd. Martin pointed out that the fund balances presented by the Highway Department and the amount in the general ledger is only different by about \$7,600. Discussion followed. Miner directed the Highway Department to reduce their balance to match the general ledger.

The committee discussed the Treasurer's resolution to tax deed two parcels.

**Motion (Rozar/Conradt) to approve the resolution to tax deed two parcels and forward that resolution to the county board. Motion carried unanimously.**

Executive Committee took a ten minute break at 9:35 a.m.

### **Human Resources**

Paula Tracy provided the Committee with documentation regarding the health insurance reserve fund and noted that a recent reserve adjustment was made. A health insurance premium holiday will be discussed at the May meeting.

The Committee reviewed the non-represented employee merit increase proposal.

**Motion (Hendler/Pliml) to approve the non-represented employee merit increase proposal as outlined and prepare a resolution for County Board review and approval. Motion carried unanimously.**

**Motion (Hendler/Conradt) to go into closed session at 10:08 a.m. pursuant to §19.85(1)(f), Wis. Stats., for an update regarding an Equal Employment Opportunity complaint.**

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

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

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**Motion (Conradt/Hendler) to go into closed session at 10:24 a.m. pursuant to §19.85(1)(c), Wis. Stats., for the purpose of reviewing applicants for Director, MIS position.**

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

**Motion (Pliml/Hendler) to return to open session at 10:36 a.m. Motion carried unanimously.**

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Next meeting: **Wednesday, May 2, 2012, 8:00 a.m.** at the courthouse.

**Motion (Conradt/Hendler) to adjourn the meeting at 10:44 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 Shelly Fleury and reviewed by the Executive Committee secretary.