

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, February 4, 2014

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Hilde Henkel, Trent Miner, Peter Hendler

EXCUSED: Donna Rozar, Lance Pliml

OTHERS PRESENT: Dennis Polach, Michael Martin, Sue Kunferman, Terry Rickaby, Amy Kaup, Bonnie Nuber, Samantha Joanis, Amanda Sapp - Aspirus, Benjamin Koenig - Aspirus, Amy Slattery, Lori Heideman, William Murphy, Ed Wagner, Tom Reichert, Ed Reed, Paula Tracy, Terry Stelzer, Doug Passineau, David Farmbrough – Wisconsin Rapids City Times.

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.

Motion (Henkel/Hendler) to direct Corporation Counsel to negotiate with the City of Marshfield an extension of the lease for offices occupied by Human Services Department. Motion carried.

Maintenance Coordinator Rickaby presented information on the cost of maintaining the buildings currently rented to Clarity Care for use as CBRFs. It was the consensus of the committee to direct Rickaby to ask Clarity Care if they are interested in purchasing the buildings.

Safety Director Stelzer answered questions and reviewed his letter of comments.

Information Systems Director Kaup reviewed her letter of comments. She noted the printer management project is making good progress and the phone system will be upgraded.

Wellness Coordinator Joanis presented a wellness information folder for new employees. Ed Reed suggested he would direct his staff to make appointments with the Wellness Coordinator as part of the orientation process. Joanis will distribute the folders to new employees. Joanis presented the 2013 Wood County Employee Wellness Aggregate Reports.

The committee considered a resolution to sell tax deeded property.

Motion (Henkel/Hendler) to approve the resolution to sell tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried.

Finance Director Martin presented seven resolutions to amend multiple functions of the 2013 budget.

Motion (Hendler/Henkel) to approve seven resolutions to amend the 2013 budgets of Edgewater Haven, Human Services, Drug Court, Dispatch, Planning & Zoning, Coroner and Building

Maintenance. The resolutions will be forwarded to the County Board for consideration. Motion carried

Martin presented a resolution to carry over 2013 surplus and amend 2014 budget of Parks, and two requests for a motion to transfer funds between functions. Martin noted the Clerk of Courts 2013 budget will not have the projected surplus to support a carryover approved at an earlier meeting.

Motion (Henkel/Hendler) to approve the requests from Clerk of Courts and Human Resources to transfer funds (\$500 each) between functions within their respective 2013 departmental budgets. Motion carried.

Motion (Hendler/Henkel) to approve the resolution to carry over 2013 surplus and amend 2014 budget of Parks and Forestry. The resolution will be forwarded to the County Board for consideration. Motion carried.

Ten minute break 9:00 a.m.
Reconvened at 9:15 a.m.

Human Resources

The Committee discussed setting wages for the Sheriff and Clerk of Courts for the next terms of office.

Motion (Hendler/Henkel) to draft a resolution setting the wages for the Sheriff and Clerk of Courts increasing the two positions to step 11 of their respective grades that does not require a merit increase for the next terms of office. Motion carried unanimously.

The proposed 2014 Human Resources objectives will be postponed to a future meeting.

The Committee reviewed a resolution from the Judicial and Legislative Committee increasing the County Board Chair's salary to \$20,000 in recognition of the statutory responsibilities as Administrative Coordinator.

Motion (Henkel/Hendler) to approve the resolution as presented by the Judicial and Legislative Committee and forward to the County Board for consideration. Motion carried unanimously.

Chair Miner indicated he placed discussion of a request for proposal (RFP) for third party administration of health insurance on the meeting agenda. Much discussion ensued regarding a full RFP and the departments that would be involved to complete it. The conclusion was the departments have set their goals and projects for 2014, and therefore an RFP should be a goal for 2015.

Ed Reed provided the Committee with a revised Human Resources Director position description, bringing it up to date with the changing role of the position since Act 10. The Committee also reviewed a revised Human Resources Mission Statement.

Motion (Hendler/Henkel) to approve the revised Human Resources Director position description and Mission Statement. Motion carried unanimously.

Ed Reed informed the Committee that there were two open issues regarding the Job Description Questionnaire (JDW) evaluations. There had been several Social Worker positions that had been

reviewed by Carlson/Dettmann and after reevaluation, recommended an upgrade from Social Worker Grade 7 to Social Worker Grade 8. The consensus of the Committee was that the upgrade of these positions had been discussed and approved at the time the appeals were considered and no formal action was necessary at this point.

The Committee reviewed a Brown County resolution in support of changes to State Statutes regarding Corrections. No action taken.

Motion (Hendler/Henkel) to go into closed session at 10:10 a.m., pursuant to §19.85 (1)(f), Wis. Stats., for an update regarding an employee's complaints and to discuss an employee's leave of absence.

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

Motion (Hendler/Henkel) to return to open session at 10:56 a.m. Motion carried unanimously.

Chair Miner scheduled a Committee meeting prior to the County Board meeting to conduct yearly performance evaluations of those department heads reporting to the Committee.

Ed Reed provided a draft Wage Plan Statement for discussion at next month's meeting.

Motion (Henkel/Hendler) to adjourn the meeting at 11:05 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Trent Miner

Trent Miner, Acting Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Bonnie Nuber. All minutes reviewed by acting secretary.