

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, June 12, 2012

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Trent Miner, Hilde Henkel, Donna Rozar, Lance Pliml

**EXCUSED:** Peter Hendler

**OTHERS PRESENT:** Ed Reed, Paula Tracy, Dennis Polach, Bill Clendenning, Peter Kastenholtz, Terry Stelzer, Michael Martin, Terry Rickaby, Jeff Sargent –CEO, North Central Community Action Program (NCCAP), Amy Kaup, Karen Madden, Amy Slattery, Sue Kunferman, Douglas Passineau, Kathy Alft, Amanda Sapp, Samantha Joanis, Judge Todd Wolf, Charlie Carlson, Barb Petkovsek, Gary Popelka, Bonnie Nuber

### **BUSINESS**

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

**Public Comment** - None

**Consent Agenda** - No comments, questions, or corrections were voiced.

**Motion (Pliml/Henkel) to approve the consent agenda. Motion carried.**

Corporation Counsel Kastenholtz provided an update to the Committee regarding the sale of the UW Marshfield/Wood County student apartment building.

Maintenance Coordinator Rickaby presented information regarding bids for the Courthouse Chiller Roof project. He recommended awarding the bid to Nick Michels and Sons Roofing in the amount of \$103,387.

**Motion (Rozar/Henkel) to award the bid for the Courthouse Chiller Roof project to Nick Michels and Sons Roofing at a cost of \$103,387. Motion carried.**

Rickaby requested to add an addendum to the contract to include new roofs for the entrance canopies around the Courthouse. The members approved the request in an amount not to exceed the budget for roofing projects in 2012.

Chairman Miner introduced the new Information Systems Director Amy Kaup. Kaup noted the transition is going smoothly. She pointed out that upgrades to Windows 7 and Office 2010 are underway and will continue over a year as each computer must be upgraded individually.

Risk Management Director Stelzer briefly reviewed his letter of comments with committee members.

Finance Director Martin and Judge Wolf provided information on the history of the Information Systems Director involvement with Drug Court. It was the consensus of the Committee that the

responsibility for financial duties (preparing the budget, paying bills, and filing for reimbursements) related to Drug Court belongs with Circuit Court Branch III.

Samantha Joanis was introduced as the new Wellness Coordinator. She presented a request from the Wellness Board to offer incentives for smoking cessation similar to what was done in the past. She further solicited the Committee's support for requesting appropriate employee data from Human Resources. The consensus of the Committee was to support both requests.

Highway Commissioner Passineau presented information related to the replacement of the HVAC system at the Highway Department. The bids for this project came in nearly double the budgeted amount. Passineau requested an additional \$150,000 to fund the project.

**Motion (Rozar/Henkel) to co-sponsor a resolution with Highway Infrastructure & Recreation Committee to use \$150,000 from the contingency fund to subsidize the shortfall in the HVAC system project at the Highway Department. Motion carried.**

Health Officer Kunferman made a request to reallocate funds from operations to capital outlay. This request will also be made of the Health and Human Services Committee, but because of the timing of committee meetings, the request is being presented to the EC first.

**Motion (Pliml/Henkel) to approve the request to reallocate funds not to exceed \$7,000 from operations to capital outlay in the Health Department 2012 budget as long as the Health and Human Services Committee agrees with the request. Motion carried.**

Kunferman and Alft presented a draft report for the performance management for the Health Department.

Finance Director Martin presented the Capital Improvement Plan as submitted by departments. After some discussion, Chairman Miner noted the plan is received and placed on file.

Martin outlined some of the problems he faced leading up to, and during, the 2011 audit related to some of the large departments. There were problems in making entries to the general ledger in a timely manner, having audit work papers completed in a timely manner, and having department accountants available the days the auditors were in the building. Martine is ultimately responsible for the smooth operation of the audit as well as presenting accurate financial statements, but does not have authority over the accountants. It was the consensus of the Committee that a memorandum of understanding be prepared giving the Finance Director authority over the accountants in matters of audit preparation as well as financial recordkeeping and presentation.

Chairman Miner and Martin will be discussing the service for continuing disclosure and rebate requirements on debt issuance with a Springsted representative.

Five minute break

### **Human Resources**

The Committee reviewed and discussed the resolution regarding merit pay.

**Motion (Pliml/Henkel) to approve the resolution regarding merit pay and forward it to the full county board. Motion carried.**

Charlie Carlson of Carlson Dettmann Consulting made a presentation concerning the wage study. The employees have completed the Job Description Questionnaires (JDQs) which were sent to Carlson Dettmann and are being reviewed. Barb Petkovsek will be meeting in the near future with department heads for follow-up. Data should be ready for review the end of July. More discussion with the Committee will take place at a later date as to options for creating the wage plan.

An upgrade request for the MDS Coordinator position at Edgewater Haven Nursing Home was discussed.

**Motion (Pliml/Rozar) to grant the upgrade request effective June 10, 2012. Motion carried.**

**Motion (Pliml/Henkel) to go into closed session pursuant to §19.85 (1)(c), Wis. Stats., to review an employment offer. Motion carried by roll call vote.**

**Motion (Pliml/Henkel) to return to open session. Motion carried.**

**Motion (Pliml/Henkel) to go into closed session pursuant to §19.85 (1)(f), Wis. Stats., for an update regarding an Equal Employment Opportunity complaint. Motion carried by roll call vote.**

**Motion (Rozar/Pliml) to return to open session. Motion carried.**

Jeff Sargent, CEO of North Central Community Action Program (NCCAP) made a presentation to the Committee (public comment).

Pursuant to past discussion, the Committee requested that Ed Reed present revisions to two policies in the Employee Policy Handbook, “Benefit Eligibility” and “Post Employment Health Plan (PEHP)”. The revisions were reviewed and approved.

**Motion (Pliml/Rozar) to approve the “Benefit Eligibility” and “Post Employment Health Plan (PEHP) policies. Motion carried.**

**Motion (Henkel/Pliml) to adjourn the meeting at 11:40 a.m. Motion carried.**

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 prepared minutes reviewed by the Executive Committee secretary.