

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 07, 2013

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Trent Miner, Donna Rozar, Lance Pliml, Hilde Henkel, Peter Hendler

OTHERS PRESENT: Dennis Polach, Terry Stelzer, Terry Rickaby, Michael Martin, Ed Reed, Paula Tracy, Amy Kaup, Doug Passineau, Bonnie Nuber, Wayne Plawman, Jenny Plawman, Guy Robert-Detlefsen, Jr., Kathy Roetter, Chad Schooley

Business:

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

Public Comment - No comments from the public.

Consent Agenda – No questions or comments.

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

Finance Director Martin presented information that led to a brief discussion on Wood County Business Park in Biron.

Highway Commissioner Passineau presented information on the depletion of the winter maintenance funds. After discussion, the committee agreed the salt supply needs to be replenished.

Motion (Pliml/Rozar) to commit \$250,000 from contingency to the Highway budget and direct the Highway Commissioner to prepare a resolution to transfer the funds and present it at the June meeting. Motion carried unanimously.

Human Resources

Motion (Henkel/Hendler) to go into closed session at 8:15 a.m., pursuant to §19.85 (1)(f), Wis. Stats., to discuss an employee's complaint. Hendler: Aye; Henkel: Aye; Rozar: Aye; Pliml: Aye, Miner: Aye. Motion carried.

Motion (Rozar/Hendler) to return to open session, at 9:12 a.m. Motion carried unanimously.

Motion (Pliml/Rozar) in consideration of the leave of absence language (third bullet point on page 34) in the Employee Policy Handbook, Wayne Plawman's medical leave of absence is extended to March 30, 2013. Motion carried unanimously.

Five minute recess at 9:15 a.m.

Maintenance Coordinator Rickaby reviewed his letter of comments. Chairman Miner read an email from Human Services Director Roetter complimenting Rickaby and his Department on a job well done on the recent update of offices at the 12th Street location.

Risk Management Director Stelzer gave an update on worker's compensation claims and asked the committee's direction on how to proceed with a claim.

Systems Director Kaup noted that in addition to the information in her letter of comments, the video conferencing project is progressing and she is researching a policy to allow some employees to use their personal cell phones to conduct county business.

Wellness Coordinator Joanis was not available for the meeting, but there were no questions on her letter of comments.

Treasurer Kubisiak presented two resolutions to sell tax deeded property.

Motion (Rozar/Hendler) to approve two resolutions to accept offer of sale of tax deeded property and forward them to the County Board for consideration. Motion carried unanimously.

10 minute recess at 9:50 a.m.

Human Resources

Ed Reed and Kathy Roetter presented a proposal to the Committee regarding several positions that need additional compensation consideration to remain competitive and also to encourage employees to acquire additional certifications. The position title is Mental Health Therapist/ Substance Abuse Counselor. Objective is to increase the number of “dual certifications” in Human Services.

Motion (Pliml/Henkel) to approve the proposal that full-time employees who receive “dual certification” in the Human Services Department would receive a monthly compensation of \$500, in addition to their base pay. Motion carried unanimously.

Ed Reed reported that he met with the Health and Human Services Committee two weeks ago to discuss a preference program for veterans. That Committee made a point that it wanted to be fair and proactive in increasing the number of veterans that apply for Wood County positions. The Human Resources Department will be enhancing its recruitment program to attract more veterans in applying for County vacancies.

Ed Reed provided the Committee with an implementation plan with guidelines Human Resources will use to administer the 1.0% retroactive pay increase and the Carlson/Dettmann step implementation. Scores for the JDQs will be going out this week. The Committee discussed Pay for Performance as it was approved by the Compensation/Wage Study Ad Hoc Committee and several positions that were not included. It was the consensus of the Committee that Ed Reed draft guidelines regarding the definition of supervisory status, within the spirit of the Compensation/Wage Study Ad Hoc Committee’s guidelines.

Hilde Henkel noted three University Extension positions were not included in the pay plan. Ed Reed will research the history of the contracts since compensation for those positions are shared by the State and County.

Motion (Rozar/Hendler) to adjourn the meeting at 11:07 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

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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 minutes reviewed by the Executive Committee secretary.