

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, May 6, 2014

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

OTHERS PRESENT (for part or all of meeting): Michael Martin, Marla Cummings, Sue Kunferman, Terry Rickaby, Amy Kaup, Bonnie Nuber, Lisa Keller, Amy Slattery, Samantha Joanis, Amanda Sapp, Ed Reed, Paula Tracy, Terry Stelzer, Peter Kastenholz, Doug Passineau, Roland Hawk; John Peckham, Jerry Dudzik, and Joe Murray from Springsted, Inc.; Stephen Wright and Marlin Helgeson from PeopleFirst HR Solutions

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

Public Comment - No comments from the public

Chairman Miner called for nominations for vice-chair of the Executive Committee. Pliml nominated Hendler. Chairman Miner called three times for other nominations. No other nominations were offered.

Motion (Pliml/Henkel) to close nominations and cast a unanimous ballot for Hendler. Motion carried.

Chairman Miner called for nominations for secretary of the Executive Committee. Pliml nominated Rozar. Chairman Miner called three times for other nominations. No other nominations were offered.

Motion (Henkel/Hendler) to close nominations and cast a unanimous ballot for Rozar. Motion carried unanimously.

Consent Agenda – No additions or corrections to the consent agenda

Motion (Hendler/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Maintenance Coordinator Rickaby reviewed his letter of comments. There was discussion on financing of the remodeling project at Norwood. Chairman Miner suggested this might be a good time to revisit the idea of making Rickaby head of Norwood maintenance. Rozar noted she would discuss this with the Health and Human Services Committee and has already requested it be placed on the agenda for the next H & HSC meeting.

Safety Director Stelzer reviewed his letter of comments with the Committee.

Information Systems Director Kaup advised the Committee the iPad training for County Board Supervisors is going well. Kaup informed the Committee that, as a representative of GIPA, she is engaging in talks with the WCA to create a platform for multiple counties to collaborate in ways that would save money and improve service.

Wellness Coordinator Joanis noted highlights from her letter of comments (Wellness Update on file) and presented operating policies for the Committee's approval. She reviewed the employee wellness survey results and requested approval for increased incentives approved by the Employee Wellness Board at their last meeting.

Motion (Pliml/Hendler) to approve the policies as presented (policies on file) regarding influenza vaccinations and non-Wood County employees for wellness incentives. Motion carried unanimously.

Motion (Henkel/Hendler) to approve the incentive changes recommended by the Employee Wellness Board. These incentives will begin October 2014 with the first quarter of the employee incentive program and incorporated into the 2015 budget. Motion carried unanimously.

Finance Director Martin presented a resolution to amend the 2014 Edgewater Capital Projects budget.

Motion (Pliml/Rozar) to approve the resolution to amend the 2014 Edgewater Capital Projects budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

County Engineer Hawk and Highway Commissioner Passineau presented information on the status of Wood County highways and the challenges of keeping the roadways in good condition. Joe Murray of Springsted, Inc. presented a model to finance highway projects through long-term debt. It was the consensus of the Committee to present this information to the County Board at the May meeting.

Break taken at 9:45 a.m.

Human Resources

9:57 a.m. Meeting resumed.

Ms. Tracy provided an up-date on the recruitment process for hiring an HR Director. She reported that interviews for the HR Director's position are scheduled for May 12th. 5 candidates will be interviewed. She also announced that Tim McNaughton, from the Human Services Department, was added to the Interview Committee as an employee member.

Mr. Wright and Mr. Helgeson presented an overview of the services their company, *PeopleFirst HR Solutions*, could provide in this recruitment process. They explained their "employee assessment" service (Profile XT) as well as their in-depth background check process. They stated they could also assist with employee development if necessary. There was Committee consensus that these services should be utilized with the recruitment process and requested a proposal from the company which will be forwarded to Paula Tracy.

Ms. Tracy assumed the Interim HR Director position and it is anticipated she will be in that position for greater than one month. As per policy, it was announced that she will be paid for those increased job responsibilities beginning with the next pay period.

The Committee discussed the wage survey of Wood County businesses in preparation for budget discussions. Motion (Hendler/Rozar) to request 2015 budget documents be initially prepared with a 1.7% increase in employee wages.

With Mr. Kastenholtz's input, an agreement was reached with Boston Mutual on the indemnity verbiage regarding the voluntary life insurance program for employees. "Roll-out" of the benefit will take place in the near future.

Mr. Reed gave an overview of an employee recognition program to think about as the county moves forward thinking about program specifics. He suggested that "length of service" and "performance" be the 2 areas recognized. The first area implemented across departments (recognition at 1, 5, 10, 15, 20, 25 years, etc.) and the second area within departments. He recommended there always be an emphasis on "team building" during any employee recognition program.

Mr. Reed announced that the Health Insurance Fund is down by approximately \$200,000. The possibility of a health insurance premium holiday was discussed. No action was taken on this agenda item and thus, a premium holiday will not take place.

Pliml left the meeting at 1037.

Motion (Henkel/Rozar) to go into closed session at 1041 a.m. pursuant to WI State Statute 19.85(1)(f) to receive an update regarding employee complaints and to discuss financial and medical data of an employee. Roll call vote: Miner: yes; Hendler: yes; Rozar: yes; Henkel: yes. Motion carried.

Motion (Rozar/Hendler) to return to open session at 10:54 a.m. All ayes. Motion carried.

Next meeting will be same place and time, June 3, 2014.

Motion (Henkel/Hendler) to adjourn the meeting at 10:55 a.m. All ayes. 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 minutes reviewed by the Executive Committee secretary.