

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, June 04, 2013

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

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

**PRESENT:** Trent Miner, Donna Rozar, Hilde Henkel, Peter Hendler

**EXCUSED:** Lance Pliml

**OTHERS PRESENT:** William Clendenning, Dennis Polach, Terry Stelzer, Michael Martin, Ed Reed, Paula Tracy, Amy Kaup, Bonnie Nuber, Michelle Boernke – UW Marshfield, Chris Meyer – City of Marshfield, Amy Slattery, Peter Kastenholz, Samantha Joanis, Sue Kunferman, John Peckham, Carol Tetzloff, Patty Jehn, Rae Anne Beaudry, Barb Ochs, Thomas Reichert, Randy Dorshorst, Ted Ashbeck, John Spiegelhoff, Janice Waite, Kathy Roetter, Cindy Joosten, Cindy Cephress, Susan Ginter, Dick Pepe, Tim Beck

### **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 (Hendler/Rozar) to approve the consent agenda. Motion carried.**

Corporation Counsel Kastenholz provided information on Marshfield City Hall lease amendment #7.

**Motion (Rozar/Hendler) to approve terms set forth in Marshfield City Hall lease amendment #7. Motion carried.**

Michelle Boernke – UW Marshfield gave the Committee an update on the UW Marshfield/Wood County student housing building. It was the Committee's consensus to support the decision to raze the building and using leftover appropriations to have the building inspected for asbestos and lead in preparation for razing.

There were no questions on the Maintenance letter of comments.

Safety and Risk Manager Stelzer answered questions on his monthly letter of comments.

As chair of the Ad Hoc Space Needs Implementation Committee, Rozar reported to the Executive Committee on the importance of creating communications infrastructure in the City of Marshfield. A communications tower in the Town of Lincoln would benefit the county and possibly the city in a number of ways. It was the consensus of the Committee to support the continued study of the tower to enhance and ensure a sound and stable communications infrastructure in Marshfield to support county services.

Information Systems Director Kaup presented a Mobile Management Policy for discussion and approval.

**Motion (Henkel/Rozar) to approve the Mobile Management Policy as presented. Motion carried.**

Kaup advised the committee the video conferencing project is ready to proceed. She presented cost estimates along with funding sources. The estimated project cost is approximately \$2,800 under budgeted funding.

Wellness Coordinator Joanis advised the Committee of the plan to purchase a CSA share. The weekly distributions will be given to a different employee chosen by drawing. Joanis noted the participation by employees in the outlying areas is low. She suggested mandating participation.

Highway accountant John Peckham presented the resolution to transfer funds from contingency to the Highway Snow Removal fund. The Committee discussed and approved this transfer last month.

**Motion (Hendler/Henkel) to approve the resolution to amend the 2013 budget for Highway Snow Removal (53312) for the purpose of funding higher than anticipated expenditures. Motion carried.**

Finance Director Martin presented the 2014 – 2018 CIP. There was a brief discussion.

**Motion (Henkel/Rozar) to accept the 2014 – 2018 CIP and place it on file. Motion carried.**

10 minute break

### **Human Resources**

Patti Jehn, Agency Manager from WPS, reviewed Wood County's 2012 year-end performance metrics. All performance metrics are being met and total savings for Care Management services is \$229,000.

During discussion regarding updates on implementation of the Carlson/Dettmann Pay Plan, the Committee discussed the definition of "supervisor" for the Pay for Performance program. After much discussion, individuals who supervise at least one full-time, part-time, or casual position will be included in the Pay for Performance program.

**Motion (Rozar/Henkel) to include individuals who supervise at least one full-time, part-time, or casual position, will be included in the Pay for Performance program. Motion carried unanimously.**

The Highway Superintendents historically worked nine hour days. With the implementation of the Carlson/-Dettmann Pay Plan their rates of pay were increased, but they no longer are paid nine hours per day. The Superintendents are concerned that they should accrue sick days at nine hours per day instead of eight.

**Motion (Miner/Rozar) to offset the nine hours to retroactively when they were hired into the positions. Motion carried unanimously.**

Shift differentials were discussed. For the remainder of 2013, positions that are eligible for shift differential will remain the same. A full discussion will take place at the beginning of 2014.

Contracted employees' duration of assignments was postponed until the July meeting.

**Motion (Henkel/Rozar) to go into closed session at 10:15 a.m., pursuant to §19.85 (1)(e), Wis. Stats., to discuss collective bargaining with WPPA, Deputy Sheriffs Association. Rozar: Aye; Henkel: Aye; Hendler: Aye; Miner: Aye. Motion carried.**

**Motion (Hendler/Henkel) to return to open session, at 10:23 a.m. Motion carried unanimously.**

Ten minute recess at 10:25 a.m.

**Motion (Hendler/Rozar) to go into closed session at 10:36 a.m., pursuant to §19.85 (1)(f), Wis. Stats., to discuss an employee's complaint. Rozar: Aye; Henkel: Aye; Hendler: Aye, Miner: Aye. Motion carried.**

**Motion (Hendler/Henkel) to return to open session, at 11:38 a.m. Motion carried unanimously.**

**Motion (Hendler/Henkel) to uphold a one day suspension. Motion carried unanimously.**

**Motion (Rozar/Henkel) to go into closed session at 11:39 a.m., pursuant to §19.85 (1)(f), Wis. Stats., to discuss an employee's complaint. Rozar: Aye; Henkel: Aye; Hendler: Aye, Miner: Aye. Motion carried.**

**Motion (Henkel/Rozar) to return to open session, at 12:13 p.m. Motion carried unanimously.**

**Motion (Rozar/Hendler) to uphold a three days suspension. Motion carried unanimously.**

Rae Anne Beaudry, consultant from The Horton Group, provided the Committee with health insurance trends for 2014. Ms. Beaudry provided plan design considerations as a result of the healthcare reform bill. At this point in time, she recommended that health insurance premiums increase eight percent (8%) for the 2014 budget. The Committee will look to Ms. Beaudry for further recommendations.

The Committee requested to review three voluntary life insurance programs which it had reviewed. The consensus was to hold further discussion until July's meeting.

**Motion (Rozar/Henkel) to go into closed session at 1:20 p.m., pursuant to §19.85 (1)(f), Wis. Stats., to discuss an employee's request for leave of absence. Rozar: Aye; Henkel: Aye; Hendler: Aye, Miner: Aye. Motion carried.**

**Motion (Hendler/Rozar) to return to open session, at 1:28 p.m. Motion carried unanimously.**

**Motion (Rozar/Hendler) to grant a leave of absence based upon the stipulations discussed in closed session. Motion carried unanimously.**

Kathy Roetter requested a new full-time equivalent (FTE) secretary position in the Human Services Department. This position serves as receptionist at its Centralia Center location. The position is supported by the Department budget.

**Motion (Hendler/Miner) to support a new FTE secretary position in the Human Services Department and forward to the County Board for final approval. Motion carried unanimously.**

Ms. Roetter also requested a new FTE Northern Income Maintenance Consortium Manager position. The position will be responsible for the day-to-day decision-making, provide programmatic supervision, and ensure compliance with state and federal standards across the consortium. Funding for the position comes from the State general purpose and federal matching dollars.

**Motion (Hendler/Henkel) to support creation of the Northern Income Maintenance Consortium Manager position, subject to review in one year, and forward to the County Board for final approval. Motion carried unanimously.**

**Motion (Miner/Hendler) to adjourn the meeting at 1:50 p.m. Motion carried unanimously.**

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.