

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, January 8, 2013

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

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

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

**OTHERS PRESENT:** Ed Reed, Paula Tracy, Amy Kaup, Doug Machon, Ken Curry, William Winch, Ed Wagner, Bill Clendenning, Thomas Reichert, Randal Dorshorst, Gary Popelka, Charles Carlson, Barb Petkovsek, Peter Kastenholz, Bill Murphy, Marion Hokamp, Chad Schooley, Kathy Roetter, Rock Larson, Peter Manley, Brent Vruwink, Douglas Passineau, Dean Dietrich, Karen Kubisiak, Sammi Joanis, Amanda Sapp, Terry Stelzer, Terry Rickaby, Michael Martin, Jim Alfred, Doug Passineau, Bonnie Nuber, Peter Manley

### **Business:**

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

**Public Comment** - No comments from the public at this time. The chair announced comments will be allowed during agenda item discussions.

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

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

### **Human Resources.**

Rock Larson provided information regarding a hiring preference for veterans. Ed Reed introduced a targeted recruitment program that Rock and he have put together to increase the number of qualified veterans who apply. They will continue to work on enhancing the County's recruitment efforts to increase the number of qualified veterans who apply for county positions.

County Board Chair Lance Pliml opened the discussion regarding the Carlson Dettmann wage plan proposal that was not passed by the County Board. This discussion included comments on what to do with step increases and where the County goes from here. There may be a lack of understanding of some aspects of the proposal but it is difficult to answer questions unless the Executive Committee knows what questions supervisors have. The supervisors in attendance were requested to provide comments. The consensus of the supervisors present was that a separate informational County Board meeting be scheduled for 6:30 p.m., Wednesday, January 23, 2013.

Human Resources will continue to use step increases under the existing wage plans (for both non-represented and union employees), but that the rate of pay will not exceed the maximum for the salary grade in the Carlson Dettmann pay plan. Human Resources will review steps for each eligible employee.

**Motion (Rozar/Hendler) to go into closed session at 9:35 a.m. pursuant to §19.85 (1)(e), Wis. Stats., to discuss collective bargaining negotiations with WPPA, Deputy Sheriffs Association. Pliml: Aye; Rozar: Aye; Henkel: Aye; Hendler: Aye; Miner: Aye. Motion carried.**

Reed recommended the Sheriff and Chief Deputy sit in on the closed session discussion.

**Motion (Henkel/Rozar) to return to open session at 10:12 a.m. Motion carried unanimously.**

Ed Reed provided information on an employee's request for an extension of a medical leave of absence.

**Motion (Rozar/Pliml) to approve an extension to an employee's medical leave of absence. Motion carried unanimously.**

Comp time for Corrections Officers is rescheduled for February's agenda.

Ed Reed updated the Committee regarding Human Resources pending projects and his objectives. Employee feedback sessions have gone very well and those sessions will continue with health insurance issues as the topic.

Wage and salary pay plan – up to the point of the County Board vote, the project went very well. Management training continues. Managers have enrolled staff with potential management level abilities.

Human Resources agenda items finished at 10:35 a.m.

Risk Management Director Stelzer reviewed his letter of comments with the Committee.

Maintenance Coordinator Rickaby reviewed his letter of comments with the Committee. Rickaby volunteered to research companies that provide recycling of confidential documents.

Information Systems Director Kaup reviewed her letter of comments with the Committee.

Treasurer Kubisiak presented a resolution to accept the offer of sale of tax-deeded property.

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

Wellness Coordinator Joanis and Amanda Sapp presented the health risk analysis for 2012.

Finance Director Martin presented five budget amendment resolutions for 2012.

**Motion (Hendler/Pliml) to approve five resolutions to amend the 2012 budgets for the Radio Towers Capital Project, Emergency Management, Edgewater Haven, Planning and Zoning, and CDBE-ED, and forward these resolutions to the County Board for consideration. Motion carried unanimously.**

Jim Alfred gave an update on the reconciliation of Highway fund balances to the general ledger. The Highway records have been reconciled to the County's general ledger.

Martin noted that Wipfli will be conducting the 2012 audit. It was the consensus of the members to put out an RFP for the 2013 audit.

Peter Manley and Ed Reed gave the committee an update on the Pay for Performance Committee's progress.

**Motion (Rozar/Henkel) to go into closed session at 12:30 p.m., pursuant to §19.85 (1)(c), Wis. Stats., to discuss to discuss performance reviews of Department Heads. Henkel: Aye; Rozar: Aye; Hendler: Aye; Pliml: Aye; Miner: Aye. Motion carried.**

**Motion (Hendler/Henkel) to return to open session, at 1:14 p.m. Motion carried unanimously.**

**Motion (Pliml/ Henkel) to adjourn the meeting at 1:15 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.