

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, April 1, 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: Dennis Polach, Kenneth Curry, Douglas Machon, Michael Martin, Sue Kunferman, Terry Rickaby, Amy Kaup, Bonnie Nuber, Samantha Joanis, Ed Reed, Paula Tracy, Terry Stelzer, Kathy Roetter, Erik Engel, Tom Reichert, Peter Kastenholz, Cynthia Cepress, Doug Passineau, Roland Hawk, Cindy Joosten, Carol Tetzloff, Rae Ann Beaudry, Barb Ochs, Scott Kowalski, Phil Colmenares, M.D., Petti Jehn

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

Public Comment - No comments from the public

Consent Agenda – No additions or corrections to the consent agenda

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

The Committee discussed extending the lease with the City of Marshfield for the Human Services Department at Marshfield City Hall. They also discussed the cost estimates to remodel the identified square footage at the Norwood campus for the Sheriff's Department.

Motion (Rozar/Hendler) to authorized Maintenance Coordinator Rickaby to proceed with remodeling Norwood space for Sheriff's Department. 4 ayes and 1 nay (Miner said he would prefer to wait for County Board direction). Motion carried.

Maintenance Coordinator Rickaby advised the members of a request to sign a "commercial account right-of-entry agreement" from Charter. He did not have clear information on the access point and was hesitant to sign the agreement without better information from Charter. It was the consensus of the Committee to support the Maintenance Coordinator's decision not to sign the agreement without clear information from Charter on the point of access.

The Maintenance Coordinator provided drawings and voiced his concerns about the request to rebuild stairs and platform at Cornerstone.

Motion (Pliml/Hendler) to authorize the Maintenance Coordinator to rebuild the stairs and platform at Cornerstone. Motion carried unanimously.

Safety Director Stelzer advised he is working with Wellness on ergonomic assessments for county departments. He noted that while many solutions do not cost the county any money, some of them do. Purchasing keyboard trays would be a cost to the county. It was the consensus of the Committee to continue with ergonomic assessments. Costs would be discussed and evaluated at the proper time.

Information Systems Director Kaup advised the Committee on the status of the iPad distribution and training for County Board Supervisors. There was discussion on the need for protective cases for the iPads. Pliml said he would look into getting free cases from the Wisconsin Counties Association.

Wellness Coordinator Joanis reviewed her letter of comments.

Two resolutions were in the packet from the Treasurer.

Motion (Rozar/Henkell) to approve two resolutions presented by the Treasurer; one to accept the offer of sale of tax-deeded property and one to tax deed eligible properties. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented a resolution to authorize borrowing for the communication towers. Martin noted there are several unresolved issues that might delay the project. He advised the Committee of the rules related to the State Trust Fund Loan Program.

Motion (Pliml/Rozar) to approve the resolution to authorize the issuance of general obligation notes to fund capital projects in 2014. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin and Highway Commissioner Passineau reported on a meeting with Waupaca County representatives regarding financing of highway projects. Passineau provided information on the condition of Wood County highways and noted that over 50% of them need repairs of varying degrees. Martin noted that interest rates are at record lows. It was the consensus of the Committee to direct Martin and Passineau to prepare a presentation for County Board.

Twenty minute break 9:20 a.m.

Reconvened at 9:40 a.m.

Human Resources

The Clerk of Courts has been contracting with an employment agency for two positions that scan legal documents. There are two segments to the project. One position scans legal documents as they are filed in the Clerk of Courts office, keeping them current. The other position scans legal documents to get caught up from the backlog. The Clerk of Courts is requesting converting the first contracted position to a full-time equivalent (FTE) position since the position will be needed in keeping scanned legal documents up-to-date. The other position will end when the backlog of legal document scanning is caught up.

Motion (Rozar/Henkell) to approve converting one of the contracted positions to a Clerk of Courts FTE position and include that position in the 2015 budget. Motion carried unanimously.

Paula Tracy updated the Committee regarding the Director, Human Resources position interview process. The Committee was asked for input for interview questions.

Paula Tracy provided the Committee with a regional salary survey regarding 2015 wage increases. The data is preliminary as area employers don't begin to gather their salary data until mid-year. The Committee suggested additional employers to include and bring the revised salary survey to next month's meeting.

Ed Reed followed-up on a request from the Committee to obtain a legal opinion on post-employment health plan qualifying factors and whether elected officials should be able to use accumulated sick leave earned during the time they were a County employee. The consensus of the Committee was to consider this matter no further.

Ed Reed has been working on an Employer's Agreement with Boston Mutual Life Insurance Company, a voluntary life insurance program, but appears to be at an impasse on indemnification language. Reed reported he had Attorney Andy Phillips review the language since Wisconsin Counties Association (WCA) is involved. The Committee suggested Attorney Phillips contact WCA to get the Agreement wrapped up. Reed indicated the roll-out would be delayed about a month or two until resolved.

Rae Ann Beaudry and Barb Ochs from the Horton Group, as well as Scott Kowalski, Dr. Phil Colemares and Patti Jehn from WPS provided updates and reviewed Wood County's 2013 year-end performance metrics. All performance metrics are being met and total savings from Care Management services is \$239,000.

Motion (Rozar/Henkel) to go into closed session at 11:20 a.m. pursuant to §19.85 (1)(f), Wis. Stats., to discuss:

- **An update regarding an employee's complaint.**
- **The financial and medical data of an employee.**

Hendler excused at the time of the vote. Motion carried by roll call vote.

Motion (Rozar/Henkel) to return to open session at 11:24 a.m. Motion carried unanimously.

Pliml indicated he had received a couple of requests that needed to be addressed and these issues will be possible future agenda items.

Motion (Hendler/Pliml) to adjourn the Executive Committee meeting at 11:25 a.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.