

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Wednesday, May 2, 2012
TIME: 8:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Trent Miner, Hilde Henkel, Donna Rozar, Peter Hendler, Lance Pliml

OTHERS PRESENT: Ed Reed, Paula Tracy, Dennis Polach, Bill Clendenning, Peter Kastenholz, Tom Reichert, Randy Dorshorst, Kathy Roetter, Houston Parrish, Terry Stelzer, Michael Martin, Terry Rickaby, Bonnie Nuber

BUSINESS

The meeting was called to order at 8:04 a.m. by Chairman Miner.

Pliml nominated Peter Hendler as Vice-Chair. No other nominations were received.

Motion (Rozar/Pliml) to close nominations and cast a unanimous ballot for Peter Hendler as Vice Chair of the Executive Committee. Motion carried unanimously.

Hendler nominated Donna Rozar as Secretary. No other nominations were received.

Motion (Henkel/Hendler) to close nominations and cast a unanimous ballot for Donna Rozar as Secretary of the Executive Committee. Motion carried unanimously.

Public Comment - None

Consent Agenda - No comments, questions, or corrections were voiced.

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

Peter Kastenholz provided an update to the Committee regarding the sale of a UW Marshfield/Wood County student apartment building. The ownership of this building reverted to the City of Marshfield and Wood County jointly last year following the expiration of a 40-year lease. The City, County, and UW Commission are developing a process to sell the building and allocate the proceeds of that sale. When the process is developed, a resolution will go to the County Board to approve the sale.

Mr. Kastenholz also discussed the funding agreement for the Marshfield Fairgrounds Commission.

Motion (Rozar/Hendler) to approve a resolution to be written by the Corporation Counsel which will authorize entry into a ten-year capital improvement funding agreement with the Marshfield Fairgrounds Commission. Motion carried unanimously.

Human Resources

Ed Reed presented a financial update on the status of the reserve fund. In 2011, the Committee approved two “premium holidays” in months with three pay periods. The month of May will be a “three pay period” month.

Motion (Pliml/Rozar) to extend the health insurance premium holiday for months with three pay periods during the year. Motion carried unanimously.

Last month the Committee approved merit increases for 2012. Ed Reed confirmed with the Committee the process for distributing those merit increases as follows: Human Resources will send memos to department heads, who will sign-off with approval of their employees listed; and Committee Chairs will sign-off with approval of department heads reporting to their Committee. The Committee agreed by consensus this was a satisfactory process.

Ed Reed reported that a very extensive introduction was provided to all employees regarding the wage study. Employees are currently completing job description questionnaires which will be reviewed by their department heads and forwarded to Human Resources. HR will then forward them on to Carlson and Dettmann Consulting. The Executive Committee will meet on May 15th following county board to discuss key policies regarding the wage structure.

Ed Reed reported the employee roundtable met for a second time and their overall ranking of confidence in the “fairness of management” is showing a positive trend. The employee roundtable will meet every three months to gather feedback. A comment was made by an employee that “employees are looking for consistency not rigidity”.

The Act 10 update was given by Ed Reed. The newest provisions do not apply to our general employees.

A request for policy deviation was revisited regarding reduction of employee hours and the effect on benefits.

Motion (Rozar/Henkel) that when reducing hours for an employee that affects benefits, a minimum of 30 days notice must be given to the employee. Motion carried unanimously.

Five Minute Break

Patty Jehn and Roseanne Coger, WPS representatives, reviewed Wood County’s 2011 year-end performance metrics. Total savings for Care Management services is \$110,000.

In response to health care reform, Rae Ann Beaudry, consultant from The Horton Group, provided the Committee with change proposals to Wood County’s health plans.

An Equal Employment Opportunity complaint has been settled.

An offer for the MIS Director was extended and accepted. Ms. Amy Kaup begins employment with Wood County on May 21, 2012.

Ed Reed will be working with the Executive Committee on establishing internal equity and external comparables in regards to the wage study.

Human Resources agenda items completed at 11:17 a.m.

Maintenance Coordinator Rickaby presented information on current and upcoming projects. He presented a draft purchasing policy and resolution to formally adopt the policy.

Motion by (Pliml/Hendler) to approve the Wood County Purchasing Policy and Procedures statement as amended and the resolution to formally adopt the policy, and forward the resolution to the County Board for consideration. Motion carried unanimously.

Risk Management Director Stelzer briefly reviewed his monthly letter of comments with the members.

It was noted Treasurer Kubisiak would not be presenting a resolution to tax deed two parcels.

Wellness Board Chair Martin presented information on the department head meeting regarding leadership standards. He announced the new Wellness Coordinator Samantha Joanis is on site and attending a 'lunch and learn' and therefore, unable to be present at the meeting.

Finance Director Martin advised the Committee members that the process of debt issuance for the Edgewater construction project is moving forward. There will be a telephone conference later today with Moody's to discuss the County's financial status. County Board Chairman Pliml will participate in the call.

Martin presented information from Springstead on an offer for services for continuing disclosure and rebate requirements on debt issuance. The Committee members requested more information before approving the expense.

Martin informed the members there were some challenges in preparing for the 2011 audit. The consensus of the Committee members was to add these concerns to next month's agenda.

Rozar requested time at the next meeting for a presentation by the Executive Director of the North Central Community Action Program (NCCAP). Chairman Miner agreed to a brief presentation.

Motion (Rozar/Henkel) to adjourn the meeting at 12:20 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna Rozar, Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Bonnie Nuber and all minutes reviewed by the Executive Committee secretary.