

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 7, 2014

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

OTHERS PRESENT (for part or all of meeting): Michael Martin, Marla Cummings, Dennis Polach, Sue Kunferman, Bill Clendenning, Amy Kaup, Samantha Joanis, Kathy Roetter, Connie Janowski, Paula Tracy, Bonnie Nuber, Terry Stelzer, Jo Timmerman

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.

Information Technology Director Kaup reviewed her letter of comments.

Safety Director Stelzer reviewed his letter of comments.

Wellness Coordinator Joanis noted highlights from her letter of comments. Wellness Board Chair Kunferman presented a change to the Operating Policies of the Wood County Wellness Program.

Motion (Henkel/Pliml) to approve a change in eligibility requirements to the Operating Policies of the Wood County Wellness Program to include the following statement: “When incentives are offered for spousal participation, only those spouses enrolled in Wood County health insurance will be eligible to participate and receive incentives.”. Motion carried unanimously.

Human Services Director Roetter presented information related to a resolution to create four new case manager positions. The creation of positions is contingent on funding.

Motion (Pliml/Rozar) to approve the resolution to authorize the creation of four new Food Share Employment and Training case manager positions. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Roetter presented a request to increase the 2015 proposed budget for Children Services by \$65,000 to reduce the number of families on the waiting list for respite care.

Motion (Rozar/Hendler) to authorize an additional \$65,000 to the Children Services function of the Human Services proposed budget for 2015. Motion carried unanimously.

Human Services Fiscal Services Division Manager Timmerman presented information on the reconciliation of the ‘Due from State’ account that was of concern to the auditors in the last audit. Monthly meetings will continue with the Finance Department for discussion of reconciliation issues.

Human Resources Director Janowski presented information on the creation of a recruiting position.

Motion (Pliml/Rozar) to approve the creation of a recruiting position within the Human Resources Department. Motion carried unanimously.

Finance Director Martin informed the Committee that the most recent sales tax revenues were up significantly. He suggested increasing the 2015 Sales Tax budget to reflect this increase.

Motion (Rozar/Hendler) to approve the 2015 proposed budget as amended (increased expenditures in Human Resources and Human Services budgets, and increased revenues in Sales Tax budget), and to authorized the Finance Director to publish the 2015 proposed budget. Motion carried unanimously.

Break at 9:15 a.m.

Reconvened at 9:25 a.m.

Human Resources

Connie Janowski, Paula Tracy, Carol Tetzloff, and Barb Ochs and Rae Anne Beaudry from the Horton Group met with an Account Manager from E-Flex. E-Flex, known for its customer service best practices, was recently acquired by TASC (Wood County's current Flexible Spending vendor). The purpose of the meeting was to determine if Wood County would remain with TASC, but transition to doing business with E-Flex. There were no other vendors that would provide a cost reduction. Wood County will remain with its current vendor and look forward to commitments from that vendor on improvements that should serve Wood County well in light of the recent acquisition.

Janowski explained that management performance reviews are due by December 12, 2014 in order to be eligible for the 2015 step increase. New this year is the fact that managers will not receive a pay increase if they have not completed their staff performance reviews by that date. Information and instructions relating to performance reviews will be forwarded to committee chairs and department heads in the near future. This topic will also be discussed at the next employee feedback and department heads meetings.

Motion (Hendler/Henkel) to go into closed session at 9:45 a.m. pursuant to Wisconsin State Statute 19.85 (1)(f) to discuss:

- **An update regarding employee's complaint.**
- **An employee's request for a leave of absence.**
- **Review a recent employee termination.**

Henkel: yes; Hendler: yes; Miner, yes; Pliml: yes; Rozar: yes. **Motion carried.**

Motion (Hendler/Pliml) to return to open session at 10:00 a.m. Motion carried unanimously.

Motion (Pliml/Hendler) to adjourn the Executive Committee meeting at 10:01 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

Donna Rozar, Secretary

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