

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, March 3, 2015

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

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

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

**EXCUSED:** Peter Hendler

**OTHERS PRESENT** (for part or all of meeting): Michael Martin, Marla Cummings, Dennis Polach, Sue Kunferman, Amy Kaup, Samantha Joanis, Kathy Roetter, Connie Janowski, Paula Tracy, Bonnie Nuber, Terry Rickaby, Jason Angell– City of Marshfield, Chad Schooley, Jason Grueneberg, Jo Timmerman, Bill Clendenning, Terry Stelzer, Dawn Henderson.

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

**Public Comment** – No public comments

**Consent Agenda** – No additions or corrections to the consent agenda

**Motion (Rozar/Pliml) to approve the consent agenda as presented. Motion carried.**

Planning & Zoning Director Grueneberg and Jason Angell of the City of Marshfield presented information on a possible agreement with the City of Marshfield whereby the County would serve as escrow agent for the City in disbursing business development funds for use within the City's incremental District #5.

Maintenance Coordinator Rickaby reviewed his letter of comments.

Risk Management Director Stelzer reviewed his letter of comments. He reported that 2014 was notably low in work comp claims and liability claims. Property damage was higher, but due to unpreventable causes such as the hail storm.

Information Technology Director Kaup highlighted some key information in her letter of comments. She noted her Department is presently understaffed.

Wellness Coordinator Joanis gave an update on the Wellness Program.

Treasurer Kubisiak presented two resolutions via the packet to sell tax deeded property.

**Motion (Pliml/Henkel) to approve two resolutions to accept offer of sale of tax deeded property. The resolutions will be forwarded to the County Board for consideration. Motion carried.**

Finance Director Martin and Parks Director Schooley provided information on a request to transfer funds (approximately \$38,880) to the Parks Capital Projects non-lapsing account.

**Motion (Rozar/Pliml) to approve a request to transfer funds (approximately \$38,880) to the Parks Capital Projects non-lapsing account. Motion carried.**

Finance Director Martin presented information on the status of reconciliations and recommendations for Human Services receivable/billing accounts. Rozar suggested the Health & Human Services and Executive Committees should have a joint meeting to discuss Wipfli LLP's findings and recommendations. It was determined that Executive Committee (EC) members will attend the scheduled Health & Human Services Committee meeting on April 27 at 5:00 p.m. at Edgewater Haven in Port Edwards.

Chairman Miner noted that agenda item #11 was inadvertently left on the agenda from last month.

Break at 8:35 a.m.

Meeting reconvened at 8:45 a.m.

### **Human Resources**

Connie Janowski introduced Dawn Henderson, newly hired Human Resources Recruitment Coordinator. Dawn is meeting with department heads to learn about their recruitment needs and working on the new electronic recruiting system. She will be working to establish Wood County's brand as an employer of choice and its quality of life.

An update of the Human Resources Director's 2015 goals was provided by Ms. Janowski.

The question of pay rate for casuals was discussed. Casuals are currently paid at Step One and a desire to see some flexibility in extending offers to casual employees has been expressed. Ms. Janowski posed the question: because Wood County does not offer benefits for casual positions, does it make sense to offer a higher rate of pay? The consensus of the EC was that casuals benefit the workplace and offer flexibility in staffing. Ms. Janowski will bring recommendations back to the Committee.

Carlson Dettmann conducted a public sector state-wide wage survey. There are several Wood County positions that tend to be difficult to fill. One in particular is the Planner position which has been vacant for months and not attracting applicants. Based on the survey data, Ms. Janowski recommended the position move from Grade 8 to Grade 10. A few other positions also need review. Ms. Janowski will bring recommendations back to the Committee.

**Motion (Henkel/Rozar) to move the Planner position from Grade 8 to Grade 10. Motion carried unanimously.**

In 1991, the County Board passed a resolution which allowed non-union employees to obtain the same benefit many union employees received with respect to being able to charge 3 cents over the IRS mileage rate. The Human Resources Department recommends the discontinuation of this practice moving into the new system. Further research also indicates that mileage should be run on a separate check and not run through the payroll system. There was some discussion as to the extra time this would create for departments to enter this information into the voucher system. Ms. Janowski will have a conversation with the Finance Director to discuss streamlining the process.

**Motion (Rozar/Pliml) to approve and forward the above resolution to the County Board. Motion carried unanimously.**

**Motion (Rozar/Henkel) to go into closed session at 9:10 a.m. pursuant to Wisconsin State Statute 19.85 (1)(f) for an update regarding an employee's complaint.**

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

**Motion (Henkel/Rozar) to return to open session at 9:21 a.m. Motion carried unanimously.**

**Motion (Henkel/Pliml) to adjourn the EC meeting at 9:22 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically by Donna Rozar, Secretary *Donna Rozar*

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.