

EXECUTIVE COMMITTEE MEETING MINUTES

DATE Tuesday, March 4, 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, Michael Martin, Sue Kunferman, Terry Rickaby, Amy Kaup, Bonnie Nuber, Samantha Joanis, Amy Slattery, Ed Reed, Paula Tracy, Terry Stelzer, Heather Gehrt, Kathy Roetter, Jo Timmerman, Bill Glenndenning, Steve Kreuser, Erik Engel, Rhonda Kozik, Tom Reichert, Cindy Joosten

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

Maintenance Coordinator Rickaby reviewed his letter of comments.

Safety Director Stelzer answered questions and reviewed his letter of comments.

Information Systems Director Kaup reviewed her letter of comments. There was discussion on the options to be offered with the iPads for county board supervisors.

Wellness Coordinator Joanis presented wellness program updates and amended wording for the Wellness Board Governing Document.

Motion (Rozar/Henkel) to approve the amended Wellness Board Governing Document. Motion carried unanimously.

Finance Director Martin, Emergency Management Director Kreuser, and Communications Coordinator Engel presented information on the radio towers project. Kreuser said the project would cost \$860,000 and if the money is available, construction could begin in June and be complete by fall 2014. Martin stated the State Trust Fund Loan Program is the appropriate route for a loan of this size. This will require an application that specifies the amount, term, and estimated date the funds will be needed. It was noted there will be a meeting of the Marshfield Airport Commission on March 20 at 6:00 p.m. at the Marshfield Airport to discuss tower height.

Motion (Rozar/Henkel) to direct the Finance Director to seek a loan from the State Trust Fund Loan Program in the amount of \$860,000 for a term of ten (10) years for the purpose of building two radio towers, one in the Town of Lincoln and one in the City of Marshfield. Motion carried unanimously.

Martin provided information on the general fund reserves. He requested approval for transfer from General Fund to Edgewater to bring them to the same working capital balance as of 12/31/12. He noted the General Fund working capital is slightly less than 14% after the Edgewater transfer.

Motion (Hendler/Pliml) to approve a transfer of \$706,069 from General Fund to Edgewater to bring Edgewater's working capital to an appropriate level. Motion carried unanimously.

Martin and Heather Gehrt presented information on a request from Parks to carryover surplus revenue.

Motion (Pliml/Henkel) to direct the Finance Director to transfer funds equal to 50% of the requested amount to the Parks Capital Project Fund.

After discussion, Pliml withdrew his motion and Henkel withdrew her second.

Motion (Pliml/Henkel) to direct the Finance Director to transfer \$93,680 to the Parks Capital Project Fund. Motion carried unanimously.

The Committee considered a resolution to amend the 2014 Maintenance budget.

Motion (Hendler/Henkel) to approve the resolution to amend the 2014 budget of the Building Maintenance Department for additional expenditures that was not anticipated during the original budget process. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Fifteen minute break 9:10 a.m.

Reconvened at 9:25 a.m.

Human Resources

The Committee reviewed the resolution setting wages for the Sheriff and Clerk of Courts for the next terms of office.

Motion (Pliml/Hendler) to approve the resolution setting the wages for the Sheriff and Clerk of Courts increasing the two positions to step 11 of their respective grades that does not require a merit increase for the next terms of office. Motion carried unanimously.

Ed Reed presented two proposals regarding specific skill groups and individual exceptional performance beyond an existing employee's grade and step level. The Committee had mixed discussion regarding the proposals. It acknowledged that every year a market wage survey should be completed. Rozar suggested that department heads have input to such policies. No action taken.

Kathy Roetter brought forward a specific employment offer for a social worker position and discussed how making this offer would be considerably more than the current guidelines; however, the offer would maintain internal equity. The Committee supported this particular offer, but did not want to change the guidelines in place.

Motion (Hendler/Pliml) to approve a Social Worker employment offer at \$23.19 per hour. Motion carried unanimously.

The Committee reviewed a memo from Carlson/Dettmann regarding a classification request for two positions in the Planning and Zoning Department. A shift in duties occurred by a reorganization in the Department.

Motion (Pliml/Rozar) to approve the classifications as recommended by Carlson/Dettmann Consulting. Motion carried unanimously.

The Committee discussed 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 Committee will request a legal opinion from the Corporation Counsel for discussion next month.

Ed Reed presented the Executive Committee with his resignation as Director, Human Resources effective May 6, 2014. Recruitment will begin in the near future. Discussion included approval of Human Resources objectives for 2014.

Motion (Rozar/Henkel) to go into closed session at 10:45 a.m. pursuant to §19.85 (1)(f), Wis. Stats., to discuss:

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

Motion carried by roll call vote.

Motion (Rozar/Hendler) to return to open session at 11:00 a.m. Motion carried unanimously.

Motion (Henkel/Pliml) to adjourn the Executive Committee meeting at 11:01 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

Donna Rozar, Secretary

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