

Executive Committee

May 9, 2006

9:00 a.m.

Conference Room A260

Supervisor Cindy Loken called the meeting to order at 9:00 a.m. The meeting was properly announced.

Roll call was taken, all members present including: Supervisor Loken, Supervisor Grabarski, Supervisor Renner, Supervisor Babcock, and Supervisor Kirslenlohr.

Others present included: Helmer Lecy, Rick Cook, Joyce Cook, Tracy Hamman - Maintenance, Cindy Phillippi - County Clerk, Eric Furtkamp - Health & Human Services, Mary Ann Bays - Treasurer, Jodi Helgeson - Register of Deeds, Phil McLaughlin - Planning & Zoning, Chief Deputy July, Supervisor Keckeisen, Supervisor Ward, John Keuler - Administrator, and Kevin Kniess - Corporation Counsel/Personnel Director.

Motion by Supervisor Kirslenlohr, second by Supervisor Grabarski to approve the agenda. Motion carried unanimously.

Supervisor Loken opened the floor for nominations of the Committee Chair. Supervisor Loken was nominated and was declared by unanimous consent Chair of the Executive Committee.

Chairman Loken opened the floor for nominations for the Vice Chair. Supervisor Grabarski was nominated and was declared by unanimous consent Vice Chair of the Executive Committee.

Chairman Loken opened the floor for nominations for the Secretary. Supervisor Kirslenlohr was nominated and was declared by unanimous consent Secretary of the Executive Committee.

Chairman Loken opened the floor for nominations for the Recording Secretary. Personnel Office was nominated and was declared by unanimous consent Recording Secretary of the Executive Committee.

Motion by Supervisor Grabarski, second by Supervisor Babcock to move to item number 22, after item number 11 to discuss before setting the Elected Officials' salaries, and to move item number 21 after the closed session. Motion carried unanimously.

Motion by Supervisor Renner, second by Supervisor Babcock to approve the minutes of the previous Personnel Committee meetings of March 8, 17, and 22. Motion carried unanimously.

Public participation will be allowed during the discussion on item B, under item number 8.

Communications included a letter from Corporation Counsel Kniess regarding June 5, 2006, mediation at 4:00 p.m. for the Solid Waste Union, Supervisors were asked to add it to their schedule as meeting date.

Old Library Building. The Committee discussed that there were problems at the building, and repairs would be expensive, and possibly it should be considered to sell the building. Supervisor Ward thought there was a contract with Renewal Unlimited. Chairman Loken stated that Corporation Counsel Kniess needed to look into this and Supervisor Ward would provide him with any information and/or the contract to review.

Gazebo Project. The Committee moved to the discussion on the Gazebo Project at the Community Center by the Lion's Club Leo project. Helmer Lecy, along with Rick and Joyce Cook were present as representatives for the Lion's Club. Lecy briefly explained the Leo stands for Leadership, Opportunity and Education and has 20 members from the AF School System. The Property Committee had previously approved the Gazebo project, which would be a pre-fabricated unit built by Quality Building Products of Ontario, Canada and would be assembled by the Leo's. The Club needs approval for the location of the Gazebo. This will be somewhat dependent on the Building Inspector from the City of Adams providing the required setbacks for the building permit. **Motion** by Grabarski, second by Babcock, to place the Gazebo in the Southwest area of the Community Center, as the first choice, with the second choice of locations to be the center of the building. Discussion was held regarding checking with the Maintenance Department before going to the City to see if they have a plan for the underground sprinkler system. Motion carried unanimously.

Boiler Replacement. Discussion was held on the resolution for the Courthouse Boiler replacement. It was discussed that a consulting firm was brought in for a recommendation. An inspection was done of the present boiler system and the replacement of the boiler was the recommendation. Tracy Hamman explained this would consist of two boilers, a primary and a secondary, in case of a breakdown in the first primary boiler. It was questioned how old the current boiler is? Tracy Hamman indicated it was installed 1991 and then converted in 1997 with the renovation, and that the system has not been working, it is cracked and the County has been continuing to put money into the current boiler. **Motion** by Grabarski, second by Babcock to take the resolution for the replacement of the Courthouse Boiler to the County Board. Discussion was held on possibly postponing the resolution until October when it is really needed, but it was determined to leave the motion as it stands. Motion carried unanimously.

Old Farmer's Antique Lease. Kevin explained to the Committee that he had met with the President of the Old Farmer's Antique Club and is finalizing the lease. The Committee will come back to this.

Associated Financial Group. Al Jaeger of Associated Financial was conference called in to discuss items a-c on the agenda.

Change Life Insurance Carriers. Al Jaeger explained that the life insurance was bid, and while the current carrier, Kansas City Life, agreed to hold their rates, Jefferson Pilot Financial would save the County approximately 25%, for two years. The employees do not realize a change in life insurance carriers, as it is a smooth transition as the only time the carrier is contacted is regarding a payout. Al explained the customer service is good and this is a good company. The Committee would like in the Intent and Synopsis to include the effective date of July 1, 2006. **Motion** by Supervisor Kirsenlohr, second by Supervisor Renner to approve the resolution to go to the County Board to change the life insurance carrier. Motion carried unanimously.

Employee Assistance Program (EAP). Al explained that an effective EAP is designed to promote early intervention with employee's personal problems that may affect the employee's work. Al explained that the Company would provide utilization reports for the usage of the program, but Al did not know specifically how the reports looked or what information was included in the reports. It was questioned if there was tracking for the past years? No, there had been no tracking by Health & Human Services, so there is nothing to compare it to from past year's utilization. It was the Health Insurance Committee's thought that the plan was under utilized because it went through another County Department. The Committee discussed if this program would have increased utilization, and it was Al's opinion that this would coincide with the overall wellness theme and the EAP encompasses a wide gamete of areas including: gambling addition, financial issues, or drinking problems for instance, that with promotion of the program,

yes it will increase utilization and in the long run this will be a fixed cost, not variable as it is now because it is run through the employee's health insurance plan. The Committee discussed how long this would be used for, i.e. one year, two years, etc. and when it would go into effect, and how education would be conducted for employees. Al stated that the plan would need to be reviewed, how often is up to the County, but for sure annually review the utilization reports. He explained that education would be in many forms including the possibility of group meetings, posters, payroll stuffers and ongoing education from a constant awareness, and understanding of the overall program. The Committee discussed a July 1, 2006 start date. A discussion was held on whether to offer this to all employees, including part-time, seasonal, LTE and on-call; or just full time employees. Al explained it is a catch 22, as if all employees are offered the program the costs increase, depending on the number of employees the County has, and this fluctuates all year due to seasonal assistance. **Motion** by Grabarski, second Renner, to go forth with the resolution to participate in the EAP with a cost of \$1.22 per month per employee, and that this should be offered to all employees of Adams County starting with an effective date of July 1, 2006, for a period of one year. Motion carried unanimously. Cindy Phillippi will bring back the corrected costs based on the program being offered to all employees not just full and part time employees.

Health Assessments. The Committee discussed offering employee health assessments through Dean/St. Mary's. Al explained that the purpose of the health screenings is to catch health conditions proactively in order to minimize the long-term costs that are associated with diseases such as diabetes or heart disease, which will be recognized on the health plan. An aggregate report would be given after the health assessments to illustrate areas of concern for the County to focus pro-active education on. It was discussed why Dean/St. Mary's was selected and not the local hospital or their partners – UW Health. This was not offered through the hospital or UW, and this would be a partnership, that the hospital could learn from and possibly provide in the future, as interest was shown by the local hospital to offer this in the future. It was discussed that rather than having employee's going to their normal health care provider and pay full price for these services, the same testing would be offered here at a much reduced cost, saving the plan money in the big picture, as similar testing costs hundreds of dollars at a hospital visit. It was explained by Al that this would be billed through the employee's health insurance. It was determined that the Health Insurance Study Committee would continue working on this and refer if a decision is made.

The Committee came back to the **Old Farmer's Antique Lease**, Kevin explained that currently there is no lease agreement. The President of the group came to the Property Committee wanting a lease agreement and so Kevin worked with him to create an agreement that would be mutually acceptable, first of all protecting the County's interests given the age and condition of the building. The Property Committee previously had an agreement that they did not have to pay rent, so this is under the rental and vacancy provision in lieu of making rental payments. The Insurance Company won't install a brand new roof because the structure isn't sound, so the County would have the option of doing this, but the Property Committee was not in favor of this. The Committee discussed rent and the contract verbiage at length. **Motion** by Supervisor Grabarski, second by Babcock to approve the lease agreement with the Old Farmer' Antiques. Motion carried unanimously. Discussion was then held that the contract should be changed to include that an account would be created if rent were ever charged in future years. This would allow tracking of how and where those funds are spent. The money should go back into Fairground improvement.

Re-class Planning & Zoning Secretary/Bookkeeper positions. The Secretary/Bookkeepers are in Group 2, Class 2 and Phil would like them in Group 1, Class 3. The Committee discussed the job description and what was changed in the job description. The updated job description was approved by Planning & Zoning Committee and then the Personnel Committee on January 12, 2006. The Union discussed the re-class at the meeting last night but did not vote. The

Committee discussed the job duty changes as to the justification of the re-class, as well as the reason for the resolution to re-class the positions. The Committee will wait to hear from the Union on this issue, no approval was given to re-class.

Add Four Credential Pay Steps for Building Inspectors. The Committee discussed adding four credential pay steps to the building inspectors in the union pay scale. This would increase it from six pay steps to ten pay steps. This would offer the County incentive for the Building Inspectors to get additional certifications, which will generate more revenues for the County by the ability to inspect other projects. The Committee questioned if the Union voted on this change, Phil stated no, that the Union discussed the issue but did not vote on the issue of adding the credential pay steps. This was discussed at length and was determined to wait to hear from the Union on the issue, no approval was given to add four credential pay steps to the building inspector.

Committee moved to item #22 – Discuss Medical Examiner/Coroner.

Medical Examiner/Coroner. Keuler explained that the Law Enforcement Committee discussed the possibility of changing the Coroner position to a Medical Examiner position. If the Executive Committee sets the salary of the Coroner as this is an elected position, then the Medical Examiner position is not an option, therefore Keuler explained that the Executive Committee needed to determine whether or not they want to have a Medical Examiner or a Coroner, so that if a Medical Examiner position was desired a resolution could be drafted. Keuler believed that the Law Enforcement Committee moved to table the discussion, but this has to be determined this month. Keuler explained that this was an issue of control, with the Coroner, as an elected official the County doesn't control the position, as the person elected may or may not be qualified. As a Medical Examiner position, it is a consensus of most of the Corporation Counsels that responded to Kevin's request for information, that this person either needs to have a medical doctorate degree or have someone on call that he can talk to that is a Licensed MD, and the County has control as the County Administrator by statute has the right to terminate the person in the position for any wrong doing. Kniess explained that there are 12 Medical Examiners out of 72 Counties that he was aware of, and that there wasn't much of a pay difference, it was explained what the current pay is. The Committee discussed the pros and cons of the Medical Examiner vs. Coroner position. **Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to continue with the Coroner position. Motion carried unanimously.

EAP. The Committee returned to the discussion on the EAP resolution. Supervisor Loken requested for Cindy Phillippi to provide the number for the EAP. Phillippi provided the following: for a full year, with approximately 300 employees it would cost \$4,392.00. If it was only half of that number of employees it would be \$2,196.00, but the 300 employees includes the seasonal workers. So \$2,196.00 would replace the \$1566.00 presented, and the \$4392.00 would replace the \$3132.00. This would be the difference in number from the EAP being provided to all employees or just full and part time employees.

The Committee returned to item #12.

Elected Official Salaries for 2007 terms. Keuler explained that there were separate resolutions for the two year vs. four year termed elected officials. The two-year terms include the County Treasurer, County Clerk, and Register of Deeds. The four-year terms include the Sheriff and the Clerk of Courts. There was a separate resolution for the Coroner. The Committee discussed changing the Coroner's pay amounts, it was explained that for at least the last three years there has not been an increase in the Coroner's salary amounts. **Motion** by Supervisor Kirslenlohr, second by Supervisor Grabarski to have the same pay for the Coroner for the next two years and bring the Resolution to the County Board. Motion carried unanimously.

The Committee then discussed the two-year term elected officials for the County Treasurer, County Clerk and Register of Deeds. Keuler went to make copies of the recommendation for the salary amounts.

Motion by Chairperson Loken, second by Supervisor Kirslenlohr to recess for ten minutes. Motion carried.

Chairperson Loken called the meeting back to order. Keuler gave a handout of the salary options, and explained that he pulled salaries together for the surrounding counties, which were counties that touched Adams County, and then did a comparison of the comparable sized counties. For each of these you see an average increase for these Officials salaries. Supervisor Ward handed out a proposed increase for the elected officials, recommending an 8% increase. The Committee discussed the Carlson-Dettmen study of wages for the County and that the Elected Officials were not in sync with other Counties and to bring them back into line, Supervisor Ward explained that in 2007-2008 it should actually be a 10% increase, that would take into consideration 5.25% that the study recommended plus adding on the 2.25 that they were not given in 2005&2006 in order to keep them in line with other Counties. The Committee discussed the proposed wages and the study, and why the County didn't follow the recommendation in the study. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to recommend an 8% increase in 2007, and an 8% increase in 2008, for the County Clerk, the Treasurer, and the Register of Deeds. Motion carried unanimously.

The Committee went to the four-year termed Officials next. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the resolution for the Clerk of Court and Sheriff with an 8% increase in 2007, an 8% increase in 2008, a 5.25% increase in 2009, and a 5.25% increase in 2010. Motion carried unanimously.

The Committee moved to item # 20. **GIS position.** Keuler explained that he needs to meet with the Land Information Committee to finalize a job description for the position. This will be on a future agenda of the Executive Committee once the job description is complete.

The Committee returned to item # 13. **Personnel & General Administrative Policies.** Keuler explained that he has been working on the policies, and all the changes were made from the meetings that were held, so the next step is to discuss the legal issues with Kevin regarding the Policies. Keuler explained that he hoped to do this in June and bring it back to the Board for discussion. Chairperson Loken questioned once it was completed if they will get updated copies, Keuler will do that.

Rules of the Board Revisions. Keuler explained that Supervisor Keckeisen has a concern regarding the Rules that was not placed in the adopted Rules of the Board. Supervisor Keckeisen has a concern regarding one Committee overriding another Committee's action. Keckeisen explained that he would like to see for the standing Committees, if one Committee would be overriding another Committee's action that there would be some type of appeal process. Keuler explained that if the Executive Committee wanted to add a phrase in the Rules regarding this issue, it would need to be done in the form of a Resolution and would require $\frac{2}{3}$ vote of the Board to adopt the change. The Committee discussed the concern. It was determined that Supervisor Keckeisen and Keuler would work on the wording and bring back a resolution with the proposed wording change in the resolution.

Appointments. Keuler explained that there are two concerns that have been brought up regarding the appointments. First, Supervisor Neuenfeldt indicated that he lives on Tri-Lakes and was wondering why he wasn't put on the Lake District, and he wants to be, and the Committee

can determine if they want to change that. Also the W2 appointments will be made if it is determined that they are needed. Supervisor Ward presented a question on the Rules of the Board Appointments to the Human Resources Sub-Committee of Health & Human Services, and it states that that sub-committee may vary based on a position to be filed, so why were three particular people appointed to this? Also the next question was brought up regarding the Service Evaluation Committee having a citizen member that is going with an employee of the Department, and how is the citizen member supposed to keep an open mind about the services of the person they are seeing when the person they are seeing is providing them, and Supervisor Ward stated that that this was something she felt should be looked at, and maybe re-evaluated. Keuler stated to provide him the information and he can review any concerns. Conflicts of interest were discussed. The Committee discussed the Tri-Lakes issue and whether the Board member appointed needed to live on the lake, no they do not and the appointments should remain as approved by the Board.

Short/Long Range Planning Session. Keuler explained that he would like to setup a time to bring in a long range facilitator to come in and talk to the Board about long and short term planning as he feels it is something that needs to be discussed especially concerning the recent number of projects that have come up that require funding. Keuler discussed some of the different projects that people have recently done or are working on that required a lot of funding and explained that the Board should know about these projects in advance and should be planning for the funding and implementation. It was explained that not only Department Heads have to bring up the concerns and projects that need to be completed but the Supervisor should be deciding what and when, and be informed of what needs to be done. There was much discussion on the need for communication and if bringing in a facilitator would be the right way to approach this. Keuler will find out about the cost and how it would be conducted and report back to the Committee.

The Committee moved to the discussion of the Jail Captain and Lieutenant positions job descriptions.

Job Descriptions - Jail Captain & Lieutenants. The Committee started with the Jail Captain job description, Chief Deputy July stated that the position is budgeted for, but the job description needs to be updated and needs Committee approval. July explained to the Committee the changes that were made to the job description. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to approve the updated job description for Jail Captain. Motion carried unanimously.

The Committee discussed the job description for a Lieutenant. Chief Deputy July explained that there has never been a position like this previously, the only management in the Sheriff's Department included the Sheriff, Chief Deputy and the Jail Captain. July explained the difference between a Sergeant, which the County has now, and a Lieutenant. It was explained that a Lieutenant would be a manger and would be responsible for ensuring the resources of the Department are managed properly and efficiently, including for instance, personnel & overtime in the Department. This would not increase the number of staff overall, it would eliminate some of the other vacant positions to create the Lieutenant positions, three positions is what is proposed to provide 24 hours a day, seven days a week management coverage.

Motion by Supervisor Kirslenohr, second by Supervisor Renner to approve the job description for Lieutenant. Motion carried unanimously.

Resolution for Lieutenants. The Committee then discussed the resolution for the filling of the Lieutenant positions. **Motion** by Supervisor Kirslenohr, second by Supervisor Renner to approve the resolution to go before the County Board for the creation of the Lieutenant positions. The Committee discussed the staffing remaining the same in the Department with the creation of the

position, and the duties that would be completed by the Lieutenants. Motion carried unanimously.

Motion by Supervisor Grabarski, second by Supervisor Babcock to deviate from the agenda and move to item #23. Motion carried unanimously.

Job Descriptions – DD Case Worker & Training Specialist. The Committee discussed that these job descriptions are identical but paid at different pay scales. The Committee discussed the requirement to be available evening and weekends. **Motion** by Supervisor Kirsenlohr, second by Supervisor Renner to change the job description on a present case worker for that to read Training Specialist and take out evening and/or weekend hours as requested, and to have these positions both be paid at what the present training specialist is getting paid now. Motion carried unanimously.

The Committee then went into closed session. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to convene in closed session per §19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried unanimously.

Motion by Supervisor Grabarski, second by Supervisor Babcock to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Motion carried unanimously.

LTE Position. The Committee discussed the hiring of an LTE in the Clerk of Courts Department. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the hiring of an LTE office assistant for the Clerk of Courts Department. Motion carried unanimously.

Motion by Supervisor Kirsenlohr, second by Supervisor Renner to approve vouchers. Motion carried unanimously.

The next meeting will be on June 5, 2006 at 2:00 p.m.

Motion at 4:15 p.m. by Supervisor Kirsenlohr, second by Supervisor Renner to adjourn. Motion carried unanimously.

Respectfully submitted,

Jane Gervais
Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.