

## Executive Committee Minutes

Monday, October 9, 2006

9:00 a.m.

Conference Room A260

Chair Cindy Loken called the meeting to order at 9:00 a.m. Members present: Supervisor Grabarski, Supervisor Babcock, Supervisor Kirslenohr, Supervisor Renner and Supervisor Loken. The meeting was properly announced.

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

**Motion** by Supervisor Renner, second by Supervisor Kirslenohr to approve the September 12, 2006, minutes. Motion carried unanimously.

There was no public participation. There were two communications, one from the Village of Friendship regarding use of the Courthouse lawn for the Village's Sesquicentennial festivities in the summer of 2007, the second from the A-F Middle School which will be placing ribbons on the front door of the facilities as has been done in the past to support a drug free life. Discussion followed regarding liability concerns, and non-profit organizations using the County property for various events. The Committee discussed the County creating a waiver of liability for these organizations to sign. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to refer the Sesquicentennial festivities to the Corporation Counsel for further investigation regarding liability concerns. Motion carried unanimously. The Committee asked Corporation Counsel/Personnel Director Knies to gather waivers for the instance that they want to approve an entity to use County facilities.

**Motion** by Supervisor Grabarski, second by Supervisor Kirslenohr to rescind the motion of the August 9<sup>th</sup> meeting awarding the gasoline bid to Wisconsin River Co-op. Motion carried unanimously. At 9:30 a.m. the Committee opened gasoline bids received. Three bids were received including: Kwik Trip, Village Pump, and Wisconsin River Co-op. The bids were read by Supervisor Renner. Kwik Trip would provide a \$0.055 per gallon discount. Village Pump would provide a \$0.04 per gallon discount. Wisconsin River Co-op would provide a \$0.0425 per gallon discount. The Committee reviewed the billing options and payment penalties for each provider, and general discussion followed. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to accept the bid from Kwik Trip for \$0.055 per gallon discount for the year. Motion carried unanimously.

The Committee discussed the job descriptions for re-classification in the Land & Water Conservation Department for Lake Specialist and Conservation Engineering Technician. In item number 3, the Committee would like MS added to Excel and Outlook, in addition to Word. The general description was inadvertently omitted and should be included in the Lake Specialist position description. Motion by Supervisor Renner, second by Supervisor Babcock to approve the reclassification of the job descriptions with the changes. Motion carried unanimously.

There were no bids for the Land & Water Department Vehicle at this time, as the bids weren't sent out due to the problems with the Camelot Dam taking precedence. The Committee already issued approval to collect bids for the purchase, Chris Murphy was instructed to bid this out and return to the Committee once these were received back.

Al Jaeger, from Associated Financial Group, explained the Health Insurance Study Committee's work on bidding for the County's Third Party Administrator (TPA) for the health insurance plan. There were five different TPAs, and in the end and it was narrowed down to three, WPS, Security and Midwest Security. Each of them would bring different strengths to the County for the administration of the self-funded plan, but when it came down to the final comparison, they looked at discounts that were available. WisRx, which is a purchasing coalition uses the second largest pharmacy benefits manager, Caremark, which will provide the County a larger

discount, approximately \$20,000.00. The Health Insurance Study Committee recommended to continue the administration of the health insurance plan with WPS as long as they will administer the WisRx pharmacy benefits manager.

Al Jaeger then discussed the 2007 insurance premiums. He handed out the current medical funding levels for the County's WPS insurance plan. The County has a reserve that has accumulated, and needs to remain at a level of approximately \$596,000.00, which would provide funding for 2½ months of claims costs. The purpose of the reserve balance is if the County ever left the self-funded insurance plan and became fully insured again, the plan would need to pay out the claims that have to be paid after the end of the plan year. The Committee discussed the ramifications on the budget if the premiums were changed, the amount the budget would be off if approved at the current rate, the ability to change the premiums from what is recommended, the reserve balance, and if reserve balance could be used to fund some if not all of the increase.

**Motion** by Supervisor Kirslenohr, second by Supervisor Babcock to cut the claims cost from 10% to an 8% increase. General discussion followed regarding what affect this would have on the reserves and the County's budget. Motion carried, 3 yes, 2 no, Supervisor Grabarski and Supervisor Loken voting no.

**Motion** by Supervisor Babcock, second by Supervisor Renner to continue the administration of the insurance plan with WPS, but to switch the pharmacy benefits manager from Medco to WisRx. Motion carried unanimously.

Vacation Issues for New Exempt Employees were discussed. Corporation Counsel/Personnel Director Kniess spoke regarding the conditional offers of employment for new exempt employees that were offered vacation separate from the policy, in order for the employees to accept the positions. These employees were to continue to earn the agreed upon vacation until they reached years of service that provided an increase. General discussion was held regarding the agreement. **Motion** by Supervisor Renner, second by Supervisor Kirslenohr that exempt employees offered vacation at time of hire separate from the vacation schedule, shall continue to accrue at this rate until they reach a year of service that provides an increase and at that time they will begin to accrue in accordance with the vacation schedule adopted. Motion carried unanimously.

Corporation Counsel/Personnel Director Kniess has received the information regarding the sale of the old library building from the Administrator's Office and has placed a call to Renewal Unlimited to check on the status of this. There was general discussion regarding the sale of the building and concerns were mentioned by the MIS Director – Dawn McGhee regarding a fiber that is run to the building that will need to be addressed if the building is sold. No action was taken.

Signage at the Community Center. Maintenance Supervisor Hamman stated that signs were purchased for the Community Center, and were not ordered with Braille, which is required by law. Therefore the signs have not been posted, and new signs need to be ordered with Braille. Corporation Counsel/Personnel Director Kniess advised the Committee not to hang any signs until the signs with Braille are hung, this needs to be done simultaneously, if done at all, as there is case law regarding this. Regarding the bills for the signs that the Highway Department made, the Committee referred the bill to the Administrative & Finance Committee as money may have been budgeted to pay for these signs in 2006.

UW-Extension discussed accommodation options for Community Center hours required to complete tasks relating to the Community Center. The Library Board passed a motion that they do not want the Library to take over scheduling. The Committee discussed the option of having each Department in the building take care of their room, but there was concern of items slipping through the cracks with three Departments doing the same task. The Committee took no action, and UW Extension will continue the tasks required to manage the use of the Community Center rooms.

Mr. Rossnagel was present to discuss offering the County the option to purchase approximately an acre of land that shoulders the County's parking lot. Also Mr. Reickmann has ½ an acre that in total would make a 1½ acres

that the County could purchase. Mr. Rossnagel was present at the meeting to see if the County would be interested in purchasing the land prior to it going on the market for sale.

The Committee discussed waiving the Residency requirement for Officer Jesse Phillips who would rent storage at the Southern end of the County to leave his squad in. There is one other Officer that does not reside in the County, and he leaves his squad at the Rome Town Hall. **Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to grant the residency waiver to Officer Phillips, provided that the Squad is stored in Adams County. Motion carried unanimously.

Corporation Counsel/Personnel Director Kniess asked if we could deviate from the agenda and go back to the signage for the Community Center. **Motion** by Supervisor Renner, second by Supervisor Grabarski to return to item 14 - signage at the Community Center. Motion carried unanimously.

Corporation Counsel/Personnel Director Kniess stated that case law states that when you have regular signs, you have to have the Braille sign, unless it falls under an undue burden. Therefore, the Committee's action was correct to not hang the signs until the Braille signs can be hung at the same time.

Corporation Counsel/Personnel Director Kniess stated that there have been approximately 3 or 4 phone calls regarding the Administrative Coordinator/Director of Finance positions. One application has already been received and the candidate is a Chief Financial Officer (CFO) with a Masters Degree.

There was nothing at this time to discuss regarding the Print Shop Operations. The Committee stated that the Print Shop will continue to report to the Administrative Coordinator's Office and if there is an issue that arises, Administrative Assistant Hendricksen can bring the issue to the Committee. No action was taken.

Maintenance Supervisor Hamman updated the Committee that the boiler replacement is being worked on right now, and it should be done on schedule. There was an issue that the original contractor is going bankrupt, but fortunately the second lowest bidder, Cargill, was available to complete the installation of the new boiler system.

The Committee held a discussion regarding County Board per diem and mileage claims, as there have been inconsistencies on what County Board members have submitted for claims. The Committee reviewed a few examples and decided that the Rules of the Board clearly states what qualifies for per diem and mileage claims and that County Board Supervisors should follow this policy.

Corporation Counsel/Personnel Director Kniess requested that the Committee discuss what to do regarding the Rules of the Board needing changes with the change back to the Administrative Coordinator position. The Committee discussed whether to update the Rules at this time or wait until the next election and review the Rules at that time. The Committee discussed the possibility of making any changes to the Committee structure and felt that if there is concern regarding the structure that it should be addressed at the next election as there has been discussion of reducing the County Board size and that would affect the Committee structure as well. The Committee asked that the Corporation Counsel/Personnel Director review the Rules of the Board in his spare time to see if there is anything that would prohibit the County from proceeding with normal functions and if so bring it back to the Committee to be addressed.

The Committee discussed the negotiations with WPPA. The Committee discussed whether to bring Attorney Macy to the County or to send the County to his Office to save money. **Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to have the pre-negotiation meetings at Attorney Macy's Office, and then bring the recommendations back to the Executive Committee to update them on the progress made. Motion carried unanimously.

The Committee reviewed Mrs. Lucille Davis' request to have a United Way Campaign for contribution by County employees as well as display a sign on the Courthouse lawn. The Committee decided that due to the

liability issues discussed earlier in the meeting that the sign could not be placed on the Courthouse lawn until a waiver is created, then the request could be reviewed in the future. United Way requested that payroll deductions be available as this has been a big key to success of the program. Last year, Edie Felts-Podoll led the campaign and was able to get contributions of approximately \$800. The school district had payroll deductions and the contributions were approximately \$2,800. The money that is contributed stays locally, and helps a mix of citizens in the community. General discussion followed regarding allowing the campaign and other organizations requesting the same deductions. **Motion** by Supervisor Babcock, second by Supervisor Renner to allow the information for the campaign to be distributed in employee's checks, and to allow payroll deductions. Motion carried, 4 yes, 1 no, Supervisor Grabarski voting no.

The Committee reviewed the Long Term Support Generalist job description, with Eric Furtkamp, Director of Health & Human Services explaining the changes to the job description. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the job description for Long Term Support Generalist. Motion carried unanimously. The Committee then reviewed the updated job description for the Health & Human Services Clerk/Typist position. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the Clerk-Typist positions with evening hours as well as the Clerk-Typist hours. Motion carried unanimously.

The Committee discussed the possible evaluation methods for the Corporation Counsel/Personnel Director. Corporation Counsel/Personnel Director Knies will email Human Resource Directors to find out what they have done for the evaluation of these positions and it will be brought back to the Committee next month.

**Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the vouchers and forward them to Administrative and Finance Committee. Motion carried unanimously.

The committee scheduled the next Executive Committee meeting for November 6, 2006, at 9:00 a.m. With the agenda to include an update on the Community Center sprinkler system issues, sale of the Old Library Building, WPPA negotiations, evaluation for Corporation Counsel/Personnel Director, liability concerns, and opening of bids for Land & Water Conservation Department vehicle.

**Motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1)(c), Wis. Stat., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to confer with legal counsel regarding a potential discrimination claim. Motion carried unanimously.

**At 2:15 p.m. motion** in closed session by Supervisor Grabarski, second by Supervisor Renner to adjourn. Motion carried unanimously.

Respectfully submitted,

Jane M. Gervais  
Recording Secretary