

Executive Committee Minutes

December 11, 2006

9:00 a.m.

Conference Room A260

Chair Cindy Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. All committee members were present.

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

Motion by Supervisor Grabarski, second by Supervisor Renner to approve the minutes of the November 6, 13, and 29, 2006, meetings. **Motion carried unanimously.**

There was no public participation.

A correspondence from Supervisor Ward was presented with the packet. Supervisor Loken explained that she met with Dave Allen, Purchasing Agent, and walked through the Department. Supervisor Loken and Liz Hendricksen, Administrative Assistant, have discussed with Dave the need for organization, an accurate reporting system, inventory levels, and tracking of inventory. Supervisor Ward expressed concerns regarding the Department operations being over budget, as seen on the correspondence. Liz explained that currently Dave is working on all the documents needed for tax bills, once these are completed, we will begin working on the issues addressed by Supervisor Loken, and computer/internet access has been requested of the MIS Department several months ago and we are waiting for Verizon to come onsite and run the cables for this access, as there is a spare computer in the Administrative Coordinator's Office that was used by the Webtech Intern that will go to the Print Shop and will eventually get online purchasing. The inventory levels were discussed, and it was explained that these levels are down significantly, as Dave was directed to do. Cindy Phillippi, County Clerk, expressed concern regarding outside billing and making sure these agencies are being charged. This item will be added to the next agenda to give a progress report of what has been done in the Department.

Schwanz Refrigerator in the break room. Kevin explained that the employees requested that this be put back on the agenda, and Kathie Dye, Clerk of Courts Office, was present to explain what the employees were looking for. The Employee would like to have additional freezer space in the employee break room for employees to put lunches or groceries in. It was explained that employees are willing to pay to have the freezer and Kathie requested that the County pay ½ the cost of a small apartment size freezer to be placed in the Courthouse employee break room. The Committee explained that the reason it was declined for the Schwanz refrigerator when this was discussed the last time, was due to the Committee not supporting deliveries during work hours from Schwanz, and once you let one deliver then another vendor wants to. The Committee discussed the purchasing of a refrigerator/freezer for the employee break room. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to approve for employees to purchase their own apartment size refrigerator/freezer and put it in the Courthouse employee break room, and the County will not contribute money toward the purchase. **Motion carried unanimously.**

Direct Deposit/ACH of Payroll Checks. Supervisor Kirslenlohr expressed that she felt this should be postponed until the Financial Director is here, as that person may want to do something different, she did see the benefit to employees but felt this would be the best practice. The Committee discussed the costs vs. benefits of offering this to employees. Cindy Phillippi mentioned concerns regarding the cost of implementing this and also that the cutoffs for payroll may need to change due to the bank deadlines, and that the implementation would be at least three (3) months. The Committee discussed surveying employees to find out how many were interested in having the ACH/Direct Deposit, but how this works would need to be explained to employees, including the benefits. The Committee discussed why this didn't go to Administrative & Finance Committee, it was explained that the request came in to Kevin Kniess and Liz Hendricksen and to get the discussion started it was placed on the Executive Committee

agenda, there is no resolution regarding this, it is simply a discussion point at this time. **Motion** by Supervisor Kirslenohr to postpone ACH issue until the Administrative Coordinator/Director of Finance is in place. **Motion died, no second.** **Motion** by Supervisor Grabarski, second by Supervisor Renner to send this issue to the Administrative & Finance Committee for the January meeting agenda. The Committee discussed a survey being sent out, and due back prior to the January Committee meeting, and at the same time this could be on the Administrative & Finance Committee for this week Thursday's meeting. **Amendment to motion** by Supervisor Grabarski, and Supervisor Renner to send to the Administrative & Finance Committee for the December 14 Administrative & Finance Committee meeting. **Motion carried unanimously.** Cindy Phillippi will have this item added to the Administrative & Finance Committee agenda for December 14th.

Liz distributed a copy of the resolution to change the workers' compensation carrier from Wausau Insurance to United Heartland. Bob Kotecki, Associated Financial Group (AFG) was placed on speakerphone with the Committee. Bob began by explaining problems that the County has had with Wausau Insurance regarding claims handling and customer service, and that the problems/concerns have not been corrected even after meetings and monthly conference calls. AFG bid out the County's insurance to seven carriers and two quoted the insurance policy after meeting with County representatives to answer questions and tour facilities prior to providing the quote, which included Acuity and United Heartland. The Loss Control Committee reviewed the quotes last week Thursday and referred to the Executive Committee and Administrative & Finance Committee to change the County's workers' compensation carrier from Wausau Insurance to United Heartland. Bob explained that by switching, United Heartland offers many benefits including that workers' compensation is the only insurance line that the Company writes, they are rated A by the AM Best Rating, they will offer a higher dividend than Acuity for lower loss ratios, and they have excellent claims handling procedures that match the County's needs. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve to forward the resolution to the Administrative & Finance Committee to switch insurance carriers from Wausau Insurance to United Heartland. **Motion carried unanimously.**

Update from Kevin Kniess, Corporation Counsel/Personnel Director, on the purchase by Renewal Unlimited LLC of the old Library building. Kevin explained that the Director, Susan Hoppe, asked that the County consider extending the lease for 3 years, if the Renewal Unlimited Board doesn't approve the purchase of the building. Or if the Renewal Unlimited Board does decide to purchase the building, would the County extend the lease a couple of months to arrange finances to purchase the building. The Committee discussed the purchase price of the building, repairs completed, and the rent for the building, both are set by the lease agreement. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to offer to extend the lease with Renewal Unlimited LLC for three months to give an opportunity to get financing for the purchase of the building, Kevin Kniess is to put in the lease extension that any repairs, mechanical or structural, will be Renewal Unlimited LLC responsibility to repair during the extension, and an offer to purchase shall be provided to the County prior to the end of the three months. If there is no offer to purchase at the end of three months, a new lease with different terms will be drafted, and the building will be put on the market to be sold. **Motion carried unanimously.**

The Committee reviewed the GIS Technician revised job description. **Motion** by Supervisor Kirslenohr, second by Supervisor Renner to approve the job description. **Motion carried unanimously.** The Committee discussed the screening and interviewing processes. Liz explained that the job has been posted for applicants, and applications are due back January 3, 2007. Jodi Helgeson, Land Information Officer/Register of Deeds, explained what the Land Information Committee had done in the past as well as some of the projects that are currently in process. Jodi recommended that a representative from another County be part of the process, as well as a someone from MSA Professional Services, which is currently doing much of the work that the GIS Technician will be completing once on board. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve for a representative from the Sheriff's Department, Corporation Counsel/Personnel Director, Cindy Loken, Jodi Helgeson, Al Sebastiani, a representative from MSA, and a representative from another County's GIS program conduct the screening and interviewing of the GIS Technician. **Motion carried unanimously.**

The Committee reviewed the Investigator revised job description. Chief Deputy David July explained that the position job description was being updated as the previous job description was written in 1977, and with the promotion that occurred from the Investigator to Lieutenant, the vacant Investigator position would need to be hired. The Committee discussed testing and the need for physical agility testing for the position, Kevin Kniess will check into the legality of doing the testing if there were an internal promotion considered. **Motion** by Supervisor Kirslenohr, second by Supervisor Renner to approve the Investigator job description. **Motion carried unanimously.**

The Committee reviewed the Computer Support Specialist revised job description. **Motion** by Supervisor Kirslenohr, second by Supervisor Babcock to approve the job description. **Motion carried unanimously.**

The Village of Friendship is requesting to have the Sesquicentennial Activities on the Courthouse lawn in the summer of 2007. Liz explained that the request was submitted previously but no decision was given as to whether the festivities would be permitted. John Jones, President Village of Friendship, was on hand and thanked the Committee for considering the request and explained that festivities that are being planned for July 4-7, 2007. The celebration on the Courthouse lawn would be on Friday, starting around 5 o'clock and would include: flag raising ceremony, digging up a memory box from 50 years ago, burying a new box, beard contest, period fashion clothing contest, and then an ice cream social. Adams County will be listed as an additional insured on the Village's insurance policy for the festivities, and Kevin Kniess has approved the coverage that will be provided. John Jones invited and welcomed the County to consider having an Open House and/or Tours to go along with the Village's festivities. **Motion** by Supervisor Grabarski, second by Supervisor Renner to allow the Village of Friendship to hold sesquicentennial festivities on the Courthouse lawn in July of 2007. **Motion carried unanimously.**

A resolution to approve a 15% co-pay of monthly health insurance premiums for all newly hired employees was distributed. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve that all newly hired employee shall pay 15% of the monthly health insurance premium effective January 1, 2007. Discussion was held regarding that all non-represented employees that started after January 1, 2006, were told that 15% would be the co-pay amount and then only 10% is what has been paid on behalf of these employees. The Committee discussed correcting this and if there was the ability to collect the additional 5% of the monthly premiums that are due. Kevin Kniess will check on this matter. **Motion carried unanimously.**

The Committee asked that after the last meeting in November that other benefits also be discussed to provide all employees the same benefits, both union and non-represented. It was discussed that even within the various unions, the benefits vary. Kevin explained that currently it is case-by-case for exempt or non-represented employees, as it is hard to get professionals to take the job without providing additional benefits, i.e. vacation, and if we are not flexible we won't get the professionals that are needed to fill the positions. The Committee discussed various benefits and employment practices. No action was taken.

The Committee agreed to move to item number 19, Boiler Replacement Update. Tracy Hamman, Maintenance Supervisor explained that as the Committee was meeting the boilers were being started up. There was a problem last week with a special offset that needed to be made for venting. The Company put a make shift piece in place last week, but there were still problems with the heating and it was cold in various places throughout the Courthouse. The correct piece is being made and will hopefully be here within the next couple weeks.

The Committee returned to the original agenda to discuss the Policy & Procedures Manual. Kevin explained that the County is currently has a policy with employees that is "just-cause" versus "at-will" agreements with employees in the Policy & Procedures Manual. "Just-cause" means that an employee can only be terminated for just-cause, and "at-will" means that the employee can be removed at anytime without proving cause. There have been several problems since Kevin came to the County that many of the issues he has dealt with would not have been an issue had the policy stated employees were "at-will".

Kevin stated that this is a discussion that should take place as to whether the County wants to implement this. There was discussion of changes that will need to be made to the Policy & Procedure Manual now that there is no longer an Administrator and it is not Administrative Coordinator/Director of Finance. Kevin stated that not every page would need to be redone, but he could review and revise what needed to be done and make a final recommendation. There was discussion regarding changes that were not made after the meetings at the Community Center, the meetings were for suggestions, no motions were made at those meetings. Cindy Loken expressed that she would like to see this adopted in January, and prior to the new Administrative Coordinator/Director of Finance starting employment. The Committee discussed how they could get the Policy adopted, it was determined that at the December County Board meeting a meeting time will be set, depending on whether the Board would like a day meeting, a separate meeting or just to start the January Board meeting early. Kevin stated that he would make the final revisions and then distribute two copies, one with the revisions, and one final version to be adopted, along with a resolution for adoption. Once that was distributed a copy would also be provided to all Department Heads as well.

The Committee reviewed the resolution for Wisconsin Counties Mutual Insurance Corporation (WCMIC) regarding legal expenses. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to forward the resolution authorizing the request for legal expense coverage from the WCMIC to the County Board for adoption. **Motion carried unanimously.**

Liz distributed to the Committee the WPS Renewal Fee Schedule, which includes the stop loss renewal rates. It was explained that the rates were negotiated by Associated Financial Group on the County's behalf and fee differences from last year included, a setup fee for administering the Wisconsin Rx/Caremark Pharmacy Benefits Manager change, as well as the stop loss administration fee change. Previously WPS took an 8% commission on the stop loss and now this will be a fixed dollar amount change. The Stop Loss fees did increase this year as well, which is included as the stop loss renewal forms on the attached pages. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the WPS Renewal Service Fee Schedule. **Motion carried unanimously.**

The Committee reviewed the Health Insurance Reserve Balance projections from Associated Financial Group. It was asked what this reserve was in comparison to the recommended reserve balance. Liz explained that the estimated reserve at the end of 2007, would be just over a one month reserve and it is recommended to have three months plus in the reserve. The Committee asked for the figures from the previous years as to the expenses for the health insurance plan, Liz will put these in the Executive Committee member's boxes.

The Safety Assessment item on the amended agenda was pulled from discussion.

The Committee discussed what evaluation form should be used for the evaluation of the Corporation Counsel/Personnel Director. The forms that were well receiving included Waushara County, Columbia County and Barron County evaluation forms that were distributed at the November meeting. The Committee wanted to have room on the form for everyone to write comments and make it mandatory to write a comment, rather than just answering yes or no to a question. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to use the first four (4) pages of the Barron County format for the Adams County Corporation Counsel/Personnel Director employee evaluation. **Motion carried unanimously.** Liz was instructed to re-create the form and distribute it to the Executive Committee members for completion of the evaluation.

Motion by Supervisor Renner, second by Supervisor Kirslenlohr to approve the vouchers. **Motion carried unanimously.**

The next meeting date will be January 8, 2007 at 9:00 a.m.

At 1:15 p.m. **motion** by Supervisor Kirslenlohr, second by Supervisor Grabarski to convene in closed session per §19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or

performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, ACDHHS Employee Termination Matter, discuss WPPA Contract Proposals, and Administrative Coordinator/Director of Finance position, and §19.85(1)(g), Wis. Stat., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to confer with legal counsel regarding two potential discrimination claims and Clerk of Courts matter. **Motion carried unanimously.**

At 2:40 p.m. **motion** by Supervisor Grabarski, second by Supervisor Renner to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried unanimously.**

Motion by Supervisor Grabarski, second by Supervisor Babcock to approve for the resolution for appointment of Mr. Craig D. Kammholz to go to the County Board for adoption in December. **Motion carried unanimously.**

At 2:45 p.m. **motion** by Grabarski, second by Renner to adjourn until January 8, 2007. **Motion carried unanimously.**

Respectfully,

Liz Hendricksen
Administrative Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.