

Minutes of Executive Committee Meeting
February 14, 2012 – 9:00 a.m. - Conference Room A-260

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Larry Babcock, and Joe Stuchlack; Excused: Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. “Jack” Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Chuck Price, HHS Director; Wendy Pierce, HHS Fiscal & Support Service Manager; Dana Henriksen, HHS Economic Support Specialist; Phil Robinson, HHS Clinic Manager; Phil McLaughlin, Zoning Director; and Lori Djumadi, County Board Supervisor.

Motion by Stuchlak, seconded by Babcock, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Stuchlak, to approve the Minutes of the January 10, 2012 Executive Committee meeting. Motion carried by unanimous vote.

There will be public participation as needed. There is no new correspondence.

Item 11 was struck from the Agenda.

Discussion was held on approving job description for Clinic Coordinator/Receptionist and reclassification of one current HHS Clerk/Receptionist position to Clinic Coordinator/Receptionist. **Motion by Stuchlak, seconded by Babcock, to approve the job description and reclassification of one current HHS Clerk/Receptionist position to Clinic Coordinator/Receptionist, and to forward to County Board for approval. Motion carried by unanimous vote.**

Discussion was held on changing the Health & Human Services Economic Support Specialist position from part-time to full-time. **Motion by Babcock, seconded by Renner, to approve changing the Health & Human Services Economic Support Specialist position from part-time to full-time, and to forward to County Board for approval. Motion carried by unanimous vote.**

Discuss and/or act on reclassifying the Clerk of Circuit Court Collection Clerk (Group Four, PAII - Collections Specialist) to Deputy Clerk of Court (Group Six, PAIII). **Motion by Stuchlak, seconded by Renner, to approve reclassification of Court Collection Clerk (Group Four, PAII - Collections Specialist) to Deputy Clerk of Court (Group Six, PAIII), and to forward to County Board for approval. Motion carried by unanimous vote.**

The Committee recessed at 10:13 for a break, and reconvened at 10:25 a.m.

Discussion was held regarding setting wages for elected officials. Marcia Kaye presented research on comparable counties’ pay structures and demographic information which should be considered in setting annual salary for the upcoming term of office for County Clerk, Register of Deeds and Treasurer. Sebastiani stated that the Committee needs more time to review Kaye’s materials and the matter can be brought back next month. No action was taken.

Discussion was held regarding revision to Personnel & General Administrative Policies Chapter 4, Section 1. Kaye stated that COLA/Pay Scale was discussed at the last Executive Meeting, and it went to Admin/Finance for discussion. Renner indicated that non-represented employees did not receive a COLA adjustment for the past two years. He wants to wait and see what happens with WPPA Local 355 before addressing pay scale issues.

These minutes have not yet been approved by the Executive Committee.

Motion by Stuchlak, seconded by Renner, to convene in closed session at 11:27 a.m. per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for conducting negotiations with Adams County Deputy Sheriff's Association Local 355. The Committee reconvened in open session per Wis. Stats. §19.85(2) at 11:40 a.m., to consider and vote on appropriate matters. No motions were made post-closed session.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report including

Attend health insurance seminar and discussed the following topics:

- Health insurance premiums. The County can expect double-digit increases. An effective health insurance program can help mitigate costs.
- MERP (Medical Expense Reimbursement Plan) may be considered to reimburse high deductible costs.
- Obama Care effect on counties. We need to plan and strategize our plan. Committee members may contact Trena for additional information.
- Roles/Tools of County Administration Supervisor. The County Board should set a vision and tone to implement.
- County Organization including Executive/Administrator/Administrative Coordinator concepts.
- Financial Metrics. Resources are available through University of Wisconsin. Trena will have a Power Point presentation for committee members to view.

Attended the Legislative Exchange Seminar and discussed the following topics:

- Chief Economist stated that the workforce shrunk 5% due to the recession.
- The economy will stay weak unless there is investment and growth. We need job creation. People are immobile because they are tied to their current economic status. We need to see the whole picture of our County.
- Michael Ford, Wisconsin Policy Research Institute said that surveys were taken across Wisconsin asking how to keep our economy on track. People are focusing on quality of life, local government and economic growth. People want measurable results. There is a need to increase and improve how we serve people.
- The Deputy Secretary of the Department of Agriculture discussed the DATCAP program. Adams County lost about \$17,000,000.
- J.B. Van Hollen reported they are examining the effectiveness of probable cause hearings, and there may be a change in standards for indigent legal representation.
- Sauk County HHS discussed family care. There has been a cut in Youth Aids which is a program keeping kids from entering the system. HHS is reviewing budgets. Adams County is not currently participating in the Family Care Program. The program is in the process of lifting the cap and Adams County may participate. The State wants more self-directed supports, i.e., pill dispensers in the client's home.

Trena's take-away from the seminar: We need to review county policies and decisions for years to come. Anticipate cuts and utilize tools to do things more effectively.

Marquette County's Chair wants to revive relationships with counties. Sebastiani stated that quarterly meetings were dropped when AC/DOF Petkovsek left, and we need to reinstate the meetings which had great success and value addressing issues impacting the county.

We need to reevaluate and redesign our Wellness program to increase employee participation, focusing on cost savings. Committee members can contact Trena for additional information.

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Albert asked about the performance of Eyes of Hope and Mauston Veterinary Hospital regarding stray/abandoned animals. Trena talked with these vendors and the newspaper. The paper will print an article on Wednesday of this week focusing on the Humane Society post-county. Next week the paper will highlight the two new vendors. Trena did a follow-up with the vendors and the transition went well. There is a good working relationship with Adams County. Djumadi received feedback that the public does not fully understand the transition and the public is concerned that Mauston Veterinary kills cats. Albert said that the Adams County Human Society did euthanize animals. Eyes of Hope is a no-kill organization. Sebastiani said that pick-ups average about 1 a week just for stray/abandoned animals. We don't go out for every call.

Jack Albert presented the Corporation Counsel Department monthly report including court caseload, department representation, status of pending lawsuits, document review, seminar attended, and department operations.

Marcia Kaye presented the Personnel Department monthly report including status of hiring process for dispatcher, jail officer, Interim Director of HHS, MIS, Highway worker retirement and resulting truck driver position opening. Kaye is reviewing job descriptions to develop a floating position for clerical worker and meeting with Solid Waste and Highway to develop a pool of drivers, some limited term and some on-call for emergency situations at both departments. We will need to cross-train and define job descriptions, pay, licensing, and drug testing.

FMLA requests average about 1 a week, but some employees are working light duty.

Kaye attended the WPELRA State Conference and topics of group discussions and sessions focused on County policy changes, wages and comparable pay scales, changes in managing in a non-union environment. Some counties are also transitioning to pay for performance where wage increases are based on their actual performance levels.

Kaye discussed her understanding of the status of January 1st pay increases. To date, all Unions except WPPA Sheriff Local 355 have notified that they will not be recertifying.

Motion by Babcock, seconded by Stuchlak, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for **March 13, 2012 at 9:00 a.m.** Action items for next meeting: Discuss and/or act on negotiations with WPPA Sheriff Local 355.

Motion by Renner, seconded by Stuchlak, to adjourn the meeting at 12:17 p.m. Motion carried by unanimous vote.

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider
Recording Secretary

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