

Executive Committee Meeting
April 9, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

John West, Chair, called the meeting to order at 8:02 a.m. The meeting was properly announced. The meeting was videotaped by Nicholas Segina.

Committee members present: John West, Al Sebastiani, Jack Allen, and Larry Babcock. Florence Johnson was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney Mindy Dale, substituting for Jack Albert, Corporation Counsel, who was excused from attending the meeting; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Diane Osborn; Brenda Quinnell; Sherrie Manning; Marilyn Rodgers; Sam Wollin; 3 Sheriff's department employees; and Laurie Djumadi.

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

Motion by Babcock, seconded by Allen, to approve Minutes of the Executive Committee Meetings held March 11, 2013, March 19, 2013, March 22, 2013, March 25, 2013 and April 3, 2013. Motion carried by unanimous vote.

Item 11 was moved to the top of the agenda. Discussion was held regarding the current employee compensatory system to include vacation, sick, and holiday and the possibility of converting to PTO plan. Motion by Babcock, seconded by Allen, to place on the May Agenda for discussion only. Sheriff's Department employees left the meeting. Motion carried by unanimous vote.

Sherrie Manning addressed the Committee, a handout was distributed outlining the proposal, and discussion was held regarding a Resolution to Change Training Specialist position at Practical Cents from part-time to full-time position. Djumadi explained that the Health & Human Services Board needed more time to review figures with the Administrative Coordinator/Director of Finance. Motion by Allen seconded by Babcock, to postpone this item until May. Motion carried by unanimous vote.

Discussion was held regarding the Job Description for Reclassification of Conservation Secretary to Conservation Program Coordinator, and the request to have the new position evaluated as a part of the ongoing compensation study. Motion by Sebastiani, seconded Allen, to approve the job description. Motion carried by unanimous vote.

Sarah Grosshuesch, Public Health Officer, led the discussion regarding Resolution to create a Public Health Nurse Position and a Public Health Technician Position in the Health and Human Services Department. Motion by Allen, seconded by Babcock, to approve the Resolution. Motion carried by unanimous vote.

Marcia Kaye, Personnel Director, led the discussion regarding Resolution to Hire Medical Examiner. Motion by Allen seconded by Babcock to approve the Resolution. Motion carried by unanimous vote.

Discussion was held regarding Resolution Honoring John R. "Jack" Albert for His Years of Service to Adams County. Motion by Allen, seconded by Babcock, to approve the resolution. Motion carried by unanimous vote.

Motion by Sebastiani, seconded by Babcock, to convene in closed session per:

- Wis. Stats. §19.85(1)(c), for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility;
- Wis. Stats. §19.85 (1)(f) for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and
- Wis. Stats. §19.85(1)(g) for purposes of conferring 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.
Discuss and/or act on personnel matter; consultation with legal counsel regarding same.
- 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 on pending WPPA Local 355 negotiations.

Motion unanimously carried.

The Committee reconvened at 10:12 in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. No motions were made post-closed meeting.

Trena Larson, Administrative Coordinator/Director of Finance gave her monthly report. AC/DOC office is preparing for the annual audit. All documents have been prepared. Schenk hopes to complete its audit by Friday. Larson encouraged the Committee to praise her new staff, who performed incredibly to prepare for the audit. Larson and Kaye learned of several challenges in completing the WIPFLI wage study project. Larson and Kaye are working on several key issues. Templates will need to be updated in preparation for the 2014 budget and an evaluation will be need to be made for the 2014 tax levy. A field auditor will perform the regular audit of Wisconsin Sales Tax. PGAP needs to be revised to mirror the Employee Handbook and will be presented to the Executive Committee for approval. Larson will present a County Board presentation on end-of-year financial status. Larson and Kaye had an operational meeting with AFG regarding Budget Repair Bill. The County needs to strategize for several items. Larson worked with Corporation Counsel's Legal Assistant to survey departments' legal needs prior to filling the Corporation Counsel position.

Diane Heider, Legal Assistant gave the report of Jack Albert, Adams County Corporation Counsel, was excused from the meeting.

Kaye distributed a handout and gave her monthly report.

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

The next meeting is set for: May 14, 2013 at 8:00 a.m.

Action items for next meeting: Review applications for Corporation Counsel position; Discuss and/or act on Resolution to Change Training Specialist position at Practical Cents from part-time to full-time position; closed session regarding WPPA Sheriff's Local 355 Negotiations; discuss PTO (no action will be taken).

Motion by Sebastiani, seconded by Babcock, to adjourn the meeting at 10:30 a.m. Motion carried by unanimous vote.

Respectfully submitted,

/s Diane M. Heider
Diane Heider
Recording Secretary