

Executive Committee Meeting
March 11, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

Prior to the meeting at 7:56 a.m., Nick Segina announced that his video camera is on.

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

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

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. “Jack” Albert; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Terry James; Health & Human Services Director Janet Wimmer; Supervisor Lori Djumadi; County Clerk Cindy Phillippi; Karen Bays; and Nick Segina.

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

Motion by Babcock, seconded by Johnson, to approve Minutes of the February 11, 2013 Executive Committee meeting. **Motion carried by unanimous vote.**

There was no public participation. There was new correspondence from Attorney Dean Dietrich which Kaye will address during her department report.

Discuss and/or act on Safety Training. No action was taken.

Discuss and/or act on Cross-Training possibilities. No action was taken.

Discussion was held regarding employing Tyler Grosshuesch to assist the newly hired GIS Technician in orientation, overview, projects, etc., during hours mutually convenient to the County and Grosshuesch. **Motion by Allen, seconded by Babcock**, to hire Tyler Grosshuesch as a Limited Term Employee (LTE) for a maximum of three (3) weeks, at the same rate of pay as when he left his employment with Adams County. **Motion carried by unanimous vote.**

Discuss and/or act on the current employee compensatory system to include vacation, sick, and holiday and the possibility of converting to PTO plan. No action was taken. Chair West directed the Recording Secretary to include this Agenda item on the April Executive Committee Agenda.

Discuss and/or act on reorganization, operation, and procedure for Medical Examiner's office and hiring of staff. Kaye commented there is no statutory requirement for a Chief Medical Examiner; the statutes list the Medical Examiner and "Assistants". She discussed in detail the overall history and current status of the hiring process for the Medical Examiner office positions. The 2013 budget was approved with the ME positions designated at "contract" positions and without consideration for any statutory benefits. As Adams County now has full authority over the ME office, the positions must be employee positions and we are required to pay mandatory benefits and a fair wage. The proposal by the AC/DOF office for the 2013 pay structure and benefits fits into that budget well, and allows for flexibility in staffing and pay for actually doing the work. The Public Safety & Judiciary Committee designated Kaye and Larson to proceed. The ME position has been advertised, and the applications will be presented to the Executive Committee for review and selection of candidates to be interviewed, per County Policy. **West** requested that **Kaye** also share this information with the Public Safety & Judiciary Committee. Also per Policy, **Kaye** may ask that other individuals sit in on interviews. Postings close on March 19th. **Kaye** will present a log of applicants to the Executive Committee for review at its next meeting on April 9th.

Kaye also discussed the process for the appointment of the AC/DOF as Department Head for the ME Office. This has been a practice in place previously with the H&HS Director, as a non-employee has no authority to commit the county to expenses, contracts, or other obligations. Also, the oversight committee does not have authority to designate a Department Head. Kaye distributed correspondence received from Attorney Dean Dietrich dated March 11, 2013. Segina questioned why an Assistant Department Head couldn't take over the Medical Examiner office? **Kaye** commented that, with the exception of the Sheriff's Chief Deputy (which is one of two statutorily mandated assistant positions) the County does not have any "assistant" department heads. If a Department Head is away from the office, they designate a member of their current staff to be "in charge" during their absence.

Babcock commented that the Medical Examiner position issues are totally blown out of proportion, and he finds it disgusting.

General discussion was held regarding operations and management challenges of Health & Human Services Department/ County Administration. Janet **Wimmer** will be leaving Adams County upon being recruited by Dodge County. Her reasons are time and distance, which are secondary to her discomfort with the need for some to politicize County matters. She will gladly discuss personally, but not in open session. Wimmer finds it difficult to address issues. We have a very capable HHS department and she is very pleased with the County Board process; however, ongoing difficulties remain in day-to-day management of operations. West asked if compensation was a factor. Wimmer replied that Adams County's top positions are paid low. Dodge County offered her \$20,000 more. Wimmer indicated that Adams County is running very lean and our pay is on the low side for managers. We run Adams County with half the tax levy of the state average. Allen thanked Wimmer for her service to Adams County, and wants to retain more employees with her capabilities. Djumadi expressed her appreciation for Wimmer bringing vitality to HHS. Djumadi saw real progress made, saw Wimmer as honest, open and transparent

and thanked Wimmer for her service. James asked regarding the political issues, where did we fail? Wimmer stated that she would gladly discuss personally, but not in open session.

Motion at 9:00 a.m. by Babcock, seconded by Sebastiani, 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. Discuss and/or act on Health & Human Services director position. **Motion unanimously carried.**

The Committee remained in closed session 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 on pending WPPA Local 355 negotiations.

The Committee reconvened in open session at 9:55 a.m., per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.

Motion by Allen, seconded by Babcock, to contact the second place candidate in the prior recruitment process to determine if she was interested in being considered for the HHS Director position; if not, then authorize the Personnel Director to start the recruitment process. **Motion unanimously carried.**

Motion by Babcock, seconded by Allen, to appoint Diane Osborn as Interim HHS Director. **Motion unanimously carried.**

Albert gave his verbal report of Corporation Counsel Department activities, including department representation, court actions, case load and office management. The Register of Deeds has requested Corporation Counsel to obtain an Attorney General Opinion on the subject of eNotaries. The Public Health Officer presented a puppy mill case which also involves District Attorney prosecution.

Larson presented the following monthly Administrative Coordinator/Director of Finance report:

- Attended a Municipal meeting on February 20th. We hope for more township participation next meeting. Discussions benefitted all municipalities through networking. Health and Human Service and Emergency Management gave an overview at the meeting.
- Payroll technician was hired; start date March 18.
- Working on year-end accounting. Tasks identified. Audit team will be here April 8 – 12. The County is ahead of schedule compared to last year.
- A plan will be prepared for cross-training strategy.
- The GIS Specialist starts April 1st.
- The Payroll Technician no longer needs assistance from the former payroll tech.
- Employee handbooks are updated. We need to mesh PGAP. Goal: Larson and Kaye will work together and receive input from Department Heads, for presentation to the Executive Committee. We hope to complete this around the end of May, and present to the County Board in June.

Marcia Kaye distributed and discussed her Personnel Director Report. Kaye learned at a health care workshop that in 2014, employees working over 30 hours per week will be entitled to health insurance benefits under the Affordable Health Care Act. We will have to review PGAP to ensure compliance with the ACA. The Health insurance committee meets in the next few weeks. Kaye stated that the job reclassification is a long process and is taking one full day a week. Kaye, Larson and Phillippi are only on assessment factor 3 out of 10.

Segina asked why the answer to the question Roseberry posed on the County Board floor took so long to come forth? **West** stated that he did not understand Roseberry's question during that meeting. **Albert** also stated that he did not understand Roseberry's question at the time; however, believes that the County's past practice could have been discussed at that time. **West** stated that Attorney Dean Dietrich's recommendation that the Administrative Coordinator handle the Interim Medical Examiner is based on past practice. The recent Health and Human Services Director position is an example. **Kaye** indicated that the confusion may have come from Administrative/Finance Committee Minutes under Larson's report to the Committee. Kaye stressed that it is important to encourage questions as PGAP is applied, but it is more important for us to all work together as a team for Adams County. If an employee, Supervisor, or community member has a question, they should go directly to the source for accurate and complete information.

Motion by Allen, seconded by Babcock to approve Vouchers. Motion carried by unanimous vote.

Action items for next meeting:

1. Discuss and/or act on Discuss and/or act on pending WPPA Local 355 negotiations.
2. Discuss and/or act on the current employee compensatory system to include vacation, sick, and holiday and the possibility of converting to PTO plan.

The next meeting is scheduled for **April 9, 2013 at 8:00 a.m.** Johnson requested and was granted permission to be excused from the April meeting.

Motion by Allen, seconded by Babcock to adjourn the meeting at 10:38 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider
Recording Secretary