

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

Minutes

John West, Chair, called the meeting to order at 8:03 a.m. The meeting was properly announced.

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

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney Mindy Dale, acting for Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Sam Wollin; and Cindy Phillippi

There was no new Correspondence.

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

Motion by Allen seconded by Babcock, to approve Minutes of the Executive Committee Meetings held June 11, 2013; June 19, 2013; June 24, 2013; and April 3, 2013 Amended Executive Committee Minutes.. Motion carried by unanimous vote.

Discussion was held on a Resolution to recommend a Corporation Counsel candidate for appointment by the County Board. **Motion by Allen, seconded by Babcock, to approve the Resolution to Approve the Appointment of Kenneth M. Wagner as Corporation Counsel and forward to the County Board. Motion carried by unanimous vote.**

Motion by Sebastiani, seconded by Allen at 8:07 a.m., to convene 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. Motion carried by unanimous vote.

The Committee reconvened at 8:11 a.m. in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. No motions were made post-closed session.

Discussion was held regarding the process for updating the Personnel and General Administrative Policies. **Motion by Allen, seconded by Babcock that the Personnel and General Administrative Policies updating project be sent to the Transition Committee for revision with the assistance of the law firm of Phillips & Borowski. West requested Phillippi to contact Wisconsin County Mutual to see if the work will still be covered under the previous “BRB” claim. Motion carried by unanimous vote.**

Trena Larson, Administrative Coordinator/Director of Finance, gave her monthly report.

- Larson discussed the challenges of interpreting PGAP ch. 8, §23.03, as an example of the importance and the impact of implementing PGAP in daily operations.
- Larson is working on Land & Water Conservation Department challenges.
- Larson and Kaye are working on the WIPFLI wage study. In coordination with WIPFLI the remaining positions have been slotted into the pay grade scale. Larson is impressed with Department Head participation. It's an intensive, time consuming process and Kaye's assistance is remarkable.
- The next focus of AC/DOF is the 2014 budget process.
- Cross-training of AC/DOF employees is making good progress. Two employees are fully trained in payroll. Cross-training creates substantial operational challenges, as it ties up two workers.
- In reply to Jack Allen's inquiry, Trena stated that the Big Roche-a-Cri project is progressing well.
- At a meeting held in June, the Department Heads developed a statement on Personal Time Off which Larson read aloud to the Executive Committee. Department Heads are looking for Executive Committee feedback. West requested that this item be placed on the August Executive Committee agenda. Trena will email the statement to all department heads for their information.

The **Corporation Counsel** Department report was given by Diane Heider, Legal Assistant. Attorney Mindy Dale reported on replying to an open records request by our local newspaper.

Marcia Kaye, Personnel Director, presented a handout and discussed Personnel Department operations. Regarding the WIPFLI study, all employees, their present position and current wage were slotted into a compa ratio spreadsheet where the current wage is compared to the recommended wage scale. Kaye will address several concerns when the WIPFLI contact returns to the office after July 22nd. A step system needs to be set up, as their plan is based on a pay for performance system. In reply to West's inquiry, Kaye hoped that the WIPFLI project will go to the Executive Committee next month, depending on the WIPFLI representative's availability. Sebastiani wondered the status of filling open positions, and Kaye described the challenges of finding suitable candidates.

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

The next meeting is set for: August 7, 2013 at 8:00 a.m.

Action items for next meeting: (1) Closed session regarding WPPA Sheriff's Local 355 Negotiations; and (2) Discuss Department Head concerns regarding the County employee benefit package.

Motion by Sebastiani, seconded by Allen, at 9:00 a.m. to adjourn the meeting. **Motion carried by unanimous vote.**

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider

Recording Secretary