

Executive Committee Meeting
May 8, 2012 – 8:00 a.m. - Conference Room A-260

Barb Waugh, Deputy County Clerk, called the meeting to order at 8:00 a.m. The meeting was properly announced.

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

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; and Lori Djumadi, County Board Supervisor.

Waugh called for nominations for Chair of the Committee. Supervisor Sebastiani nominated Supervisor West. Waugh called three (3) times for additional nominations. There being none, **motion by Sebastiani, seconded by Allen**, to cast a unanimous ballot for West for Chair. **Motion carried** by unanimous vote.

West assumed the Chair of the meeting.

Chair called for nominations for Vice Chair. Allen nominated Sebastiani for Vice Chair. Chair called three (3) times for additional nominations. There being none, **motion by Allen, seconded by Johnson**, to cast a unanimous ballot for Sebastiani for Vice Chair. **Motion carried** by unanimous vote.

Motion by Sebastiani, seconded by Allen, that Diane Heider, Legal Assistant to Corporation Counsel, serve as recording secretary for the Committee. **Motion carried** by unanimous vote.

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

Motion by Sebastiani, seconded by Allen, to approve the Minutes of the April 10, 2012 Executive Committee meeting. **Motion carried by unanimous vote.**

There was no public participation. There is no new correspondence.

Kaye discussed the history of the Executive Committee action tabling wage increases until a wage study could be done. Kaye received 5 comparable responses with wage scale ranges but no job descriptions. Two studies are available through Carlson Consulting. (1) Central Wisconsin Consortium. There is a \$5,000 cost to sponsor. The study will set a benchmark for about 80 jobs, give job descriptions and will state comparables for both public and private sectors, which Act 10 permits. We tell them which counties are comparable and what private sector positions are comparable. (2) A survey can be done outside of the group, including only the public sector comparables, for a cost of \$5,000.

The BRB Consortium Group is discussing wages, training, policies, etc. Trena is the representative on the wage study group. The WIPFLI wage study group has not been meeting and does not appear to be up to speed. Wood County was originally part of the WIPFLI group but is now part of the Central Wisconsin Consortium, they chose to do a full study for \$70,000. They went out for RFP and met with those that replied. Per Ed Reed, HR Director for Wood County, the other wage study firms don't match up, are slow, or don't have much experience, so Wood County chose Carlson. Public and private sector positions are to be surveyed. We can compare our jobs to benchmarks and we decide what percentage of the job descriptions match ours. Carlson prepares spreadsheets with comparables from both public and private sector. Personnel Department has the majority of funds for payment of the study. Solid Waste, Highway and the Sheriff's Department may contribute. Presently Highway, Solid Waste and most of the Sheriff's department have not been evaluated. We will need to determine public and private comparables, and need to ask ourselves whether the County wants to be at the low, middle, or high end in order to reduce turnover and keep valued employees. Once the results have been received, we also need to decide how should pay progression be done – performance review, steps, COLA, etc? Kaye also mentioned that she initially had been speaking with Katie McCloskey from Carlson, who did our prior studies, but it now appears that Barb Petkovsek will be the Carlson representative that will be working with counties in the southern part of the area.

Djumadi discussed the comparables criteria and commented that the jobs are not exactly the same. Johnson asked if the starting wage should be the comparable wage. Djumadi commented that the study should include surrounding private and public sector jobs and wages with no emphasis on comparables. It should be decided within the Consortium study.

Albert commented that in a union environment we should make sure that the data includes surrounding counties. The Governor recall primary election occurs today. We may need new wage data if the unions are reinstated, which will assist in negotiation and arbitration. All AFSCME Local 1168 employees did a JDQ and a comprehensive study was done in 2008. Kaye and Larson will move forward with the Central Wisconsin Consortium group.

Motion by Sebastiani, seconded by Johnson, to convene in closed session at 8:40 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. **Motion by Sebastiani, seconded by Johnson, at 8:50 a.m.** to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. **No motions were made post-closed session.**

Trena Larson gave her Administrative Coordinator/Director of Finance department report. Department activities include developing a CDBG consortium. We must participate to receive proceeds. Nine counties are needed to form. A preliminary meeting will be held with the State. The County Clerk will contact CDBG members regarding attending. The structure of the consortium will be decided. The funding which has already been received will go to Adams County; future funding will go to the Consortium. A third-party administrator will be used for consortium distribution of funds. Please let Cindy Phillippi know if you will be attending the meeting to be held this month.

There is a seminar tomorrow regarding budgeting. We want to focus on capital planning and see formats from other counties. We currently use templates but are looking for ideas to improve our process.

Last week the annual audit wrapped up. The County has recorded the audit adjustments and these will be in Departmental reports for December.

Upcoming: AC/DOF will be reviewing year-end process procedures, task lists and operating procedures.

Budget: We are looking at levy constraints and developing forecasts for 2 to 3 years. Some new procedures are needed. For example, meal allowances are taxable except if it's an overnight stay. If taxable, payroll should be involved. We need a fund balancing policy, and a post-issuance bonds compliance policy.

In reply to Allen's inquiry, Larson stated that she meets with Department Heads monthly, and attends various oversight committees per department one or two times a year. She emails department heads regularly, and always has an open door policy.

Jack Albert gave his report of Corporation Counsel Department activities including legal opinions, department representation, litigation, guardianship and mental commitment caseloads. Jack described threats by the parties in a current CHIPS case, and the impact on county departments, employees, and courtroom security. Jack issued a Memorandum to HHS regarding indemnification of employees through Wisconsin County Mutual Insurance. The county insurer is recommending that the County comply with Supreme Court Rules for courtroom and facilities security and safety.

Marcia Kaye gave her report of Personnel Department activities including a handout noting status of hiring, a description of hiring process, and her general workload. Kaye sends weekly emails to employees promoting wellness, and including policy updates and activities that will hopefully help reduce our insurance costs. Jack Allen is currently promoting the Community Bike Ride on May 19 starting at the Community Center at 10:00 a.m.

The Personnel Conference is coming up this Thursday and Friday in Eau Claire

Kaye was granted permission to be excused from next month's Executive Committee Meeting.

In reply to Djumadi's question, Kaye stated that the question of the Parks Department and Land & Water Department using the same Assistant had been discussed at Consolidation Committee. The Land & Water Department demands full-time attention during projects, such as tree sale. Allen commented that the Consolidation Committee is now disbanded.

In reply to Allen's question, Kaye discussed use of on-call workers. The County has a pool of employees who cover some duties for the various departments. Right now the County Clerk, Land

& Water and Child Support Departments have 1 or 2 available that are used on a regular basis while we try to fill positions. The on-call workers generally know something about the departments so they can efficiently answer phones and questions. They're paid at the rate of \$10 per hour.

The HHS Clinic Coordinator/Receptionist position was filled with the hiring of Amber Taylor.

Discussion was held regarding Act 10 and Union Dues. Albert stated that Phillips-Borowski issued an opinion stating that the employee must request withholding and fill out a form. We do not provide the form per Trena, but maybe the Unions will.

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

The next regular meeting date is set for **June 12, 2012 at 8:00 a.m.** Action items for next meeting:

1. Discuss and/or act on negotiations with WPPA Sheriff Local 355.
2. Wage Study update.

Motion by Allen, seconded by Johnson, to adjourn the meeting at 9:42 a.m. Motion carried by unanimous vote.

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider
Recording Secretary