

**Joint Executive and Administrative & Finance Committee Meeting**

June 2, 2015, 2015 – 9:00 a.m.

Adams Courthouse - Conference Room A-260

400 Main St., Friendship, WI 53934

**MINUTES**

Joe Stuchlak, Chair, called the meeting to order at 9:00 a.m. The meeting was properly announced.

Pledge of Allegiance.

Committee members present: Allen, Babcock, Grabarski, Stuchlak, West and Kotlowski. Hamburg and Johnson are excused.

Others present: Marcia Kaye, Personnel Director; Ken Wagner, Corporation Counsel, Diane Cable, HHS Director; Cindy Phillippi, County Clerk; Donna Richards, ARDC; Wally Sedlar, LW Conservationist; Patrick Kotlowski, Highway Commissioner; Fred Nickel, Parks Director.

Motion by Kotlowski, seconded by West to approve the Agenda. Motion carried by unanimous vote.

Motion by Allen, seconded by Babcock to approve the Executive Committee Minutes of May 5, 2015. Motion carried by unanimous vote.

Motion by Grabarski, seconded by West to approve Minutes of the May 11, 2015 Joint Administrative & Finance and Executive Committee meeting. Motion carried by unanimous vote.

Public participation will be allowed as needed.  
There was no new correspondence.

Agenda item 9. Motion by Allen, seconded by West to approve the Resolution Proclaiming Fair Housing Month. Motion carried by unanimous vote.

Item 10. Motion by West, seconded by Allen, to reclassify the Payroll Account Technician position to that of Fiscal Support Service Manager. Phillippi led the discussion. An FLSA exempt position would work for a set amount, working extra hours to complete projects and meet deadlines, avoiding overtime expenses. The present part-time clerical position would eventually be eliminated. The new manager position would have exclusive administrator rights to certain software, with MIS being back-up. Kaye confirmed that the reclassified position would meet the Department of Labor FLSA exemption requirements under the Administrative category. Stuchlak commented that the County Manager/Administrative Coordinator, when hired, may want to restructure the department; why do it now? Phillippi emphasized that she “could not

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take on any more.” West believes this manager position is the best fit. Motion carried by unanimous vote.

Item 11. Phillippi led the discussion as to whether increased pay should be considered for those positions earning additional certifications as part of their job capabilities. Should we accept Wipfli wage structure as-is? Kaye indicated that most job descriptions require certifications. Other counties were surveyed, and they do not pay an increased amount for certifications because certifications are a requirement of the job. Motion by Grabarski, seconded by West, to deny increased pay for those positions earning additional certifications as part of their job descriptions. Motion unanimously carried.

Item 12. West indicated that some positions need to be FLSA exempt according to the job status; not only the degree required. Cable wants to wait until 2016 budget process to evaluate the positions not only by degree requirements, but also the duties and responsibilities. Cable will discuss with her staff in an effort to understand the benefits of exempt status, and start new in the new fiscal year. Cable stated that the October 14, 2014 minutes are being misinterpreted. We need time to address this issue and recommend the process and positions to be FLSA exempt. Motion by West, seconded by Allen, to bring this matter back no later than October 1, 2015 for determination of positions as being either exempt or non-exempt. Discussion. Allen wants to know which manager positions are mandated by statute or state rule as being FLSA exempt. West wants this item on each Executive Committee Agenda until resolved. Motion carried by unanimous vote.

Item 13. Phillippi referenced the Executive Committee Minutes of October 14, 2014. Stuchlak read aloud of the Executive Committee Minutes wherein the committee voted to “approve the above stated placements [*refer to 10/14/14 Minutes, Page 2, Item 12*] effective January 1, 2015 and to designate positions which require a Master’s Degree or Nursing Degree as FLSA exempt, and to forward to the County Board for Approval.” Discussion. Cable indicated this was not done as part of the 2015 budget and the department needs time to assess the most effective way. This affects the master’s level positions of mental health therapist, social worker, and nurse. Motion by West, seconded by Grabarski to rescind the October 14, 2014 motion as stated. Motion carried by unanimous vote.

Item 14. Grabarski and Kotlowski were excused from the meeting. The Executive Committee continued to meet with a quorum of 4.

Item 15. Discussion was led by Cable. The Health & Human Services Bus Driver position is no longer contracted with Gemini. Motion by Allen, seconded by West to approve the HHS personnel requisition request for one regular part-time County Bus Driver at an hourly rate of \$12.73. Motion carried by unanimous vote.

Item 16. Phillippi led the discussion regarding the updated MIS director job description. Motion by West, seconded by Allen, to place the MIS Director position at Grade 7 of the Wipfli wage structure retroactive to January 1, 2015. Motion unanimously carried.

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Item 17. Phillippi wants the committee to keep in mind potential language changes to the County Board Rules and the Employee Handbook, substituting “County Manager/Administrative Coordinator” for “Administrative Coordinator/Director of Finance” and the need for some policy changes due to the change in the job description, which are currently in conflict. Discussion regarding the timing of changes to the County Board Rules. Motion by West, seconded by Allen, to substitute “County Manager/Administrative Coordinator” for “Administrative Coordinator/Director of Finance” in the Employee Handbook only at this time. Motion carried by unanimous vote.

Item 18. Wagner gave his monthly report of activities, including department representation, court actions, case load and office management.

Item 19. Kaye distributed her monthly report to the Committee. The Safety Committee is recommending immunization updates. 25-30 employees want Hepatitis B shots, which is approximately the supply on hand at Public Health. Kaye provided a Worker’s Compensation loss run report by department.

Item 20. Motion by West, seconded by Babcock to accept Voucher reports for the month of May, 2015. Motion carried by unanimous vote.

Item 21. The next meeting date is set for July 7, 2015 at 9:00 a.m.

Item 22. Action item for next month: Discuss and/or act on designating degreed positions as being either exempt or non-exempt.

Item 23. Motion by West, seconded by Babcock to adjourn the meeting at 10:30 a.m. Motion carried by unanimous vote.

Respectfully submitted,

Diane M. Heider  
Recording Secretary