

**Minutes of Executive Committee Meeting
January 10, 2012 – 9:00 a.m. - Conference Room A-260**

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Larry Babcock, and Joe Stuchlak. Beverly Ward 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, Recording Secretary; Myrna Diemert; and Phil McLaughlin.

Motion by Stuchlak, seconded by Renner, to approve the Agenda. **Motion carried by unanimous vote.**

Motion by Stuchlak, seconded by Babcock, to approve the Minutes of the December 12, 2011 Executive Committee meeting. **Motion carried by unanimous vote.**

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

Discussion was held regarding the request of Solid Waste Department for an additional unbudgeted part-time truck driver/laborer position. **Motion by Babcock, seconded by Stuchlak** to approve, and forward to the County Board, a resolution for an additional unbudgeted part-time truck driver/laborer position at the Solid Waste Department. **Motion carried by unanimous vote.**

Motion by Stuchlak, seconded by Renner, to convene in closed session at 9:07 a.m., for purpose of discussing negotiations with Adams County Sheriff’s Association Local 355 and any other ongoing base wage negotiations as may be appropriate. **Motion carried by unanimous vote.** The Committee reconvened in open session at 10:05 a.m.

Discussion was held regarding the Agreements and Recognition for Highway Union 323, AFSCME Union 1168 Professional, AFSCME Union 1168 Courthouse, and WPPA Local 414. **Motion by Stuchlak, seconded by Renner**, to delay going forward with wage negotiations until Sheriff Local 355 negotiations are settled. **Motion carried by unanimous vote.**

Motion by Stuchlak, seconded by Babcock, to recess at 10:07 a.m. for a five-minute break. **Motion carried by unanimous vote.** The meeting reconvened at 10:13 a.m.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report including the Transition process, Health & Human Services construction project, and animal control conversion.

AC/DOF held a department head meeting; discussed Transition. Coordinated a letter to all employees re transition from Contracts to PGAP. Met with Highway regarding transition, heard employee frustration. We need to address this at the Transition Committee level. The HHS meeting will be held to obtain employee suggestions.

AC/DOF is monitoring the HHS project. The property committee moved to increase the project funds to correct building deficiencies.

Animal control conversion is complete. All positive comments were received from County Board Supervisors. Monthly payments are being made to Eyes of Hope and Mauston Vet.

AC/DOF office is currently putting work emphasis on December journal; year-end accounts; account balances; and budget. The year-end audit will be done in April.

These minutes have not yet been approved by the Executive Committee.

Trena will attend the WCC Legislative exchange 2/7 – 2/8/2012. They will discuss policies affecting counties and be able to discuss other counties' strategies. Trena will be completing one more Incident Command Training session to be scheduled by Emergency Management Department.

January 1st was a new payroll cycle, and a 2% across-the-board wage increase was considered for non-represented employees. January 1st was a shock to employees. The highway department felt they weren't being heard. The County expressed appreciation for performance without certainty. Trena distributed a first draft of benefits which have expired. We should find out what additional operational needs each department has and forward to Bill Miller for the Transition Committee. Transition will discuss a 2nd draft at the January 19th meeting.

Jack Albert presented the Corporation Counsel Department monthly report. Albert stated that there is a conflict between the proposed 2% across-the-board wage increase, and the current rules under Ch. 4 of PGAP and related ordinances. There needs to be reconciliation between Transition and PGAP. The Committee reviewed McLaughlin's handout as he addressed the Committee with concerns related to deviating from or eliminating the wage structure that was adopted for salaried employees. McLaughlin stated that the County needs to follow policy to administer employee benefits or properly change the policies. He stated that Resolution 95-2003, approving the non-represented pay structure, is still in effect unless changed by a 2/3 vote of the County Board. Discussion was held regarding the correct procedure to bring the issue forward. **Motion by Stuchlak, seconded by Babcock**, to have the matter placed on the next Administrative/Finance Committee Meeting Agenda for discussion and possible action. **Motion carried by unanimous vote.** Attorney Albert was excused at 11:15 to attend Court.

Marcia Kaye presented the Personnel Department monthly report including status of employee resignation, hiring, and update of job descriptions. This month the County Board will honor approximately 40 employees for 5 year increments of service. HHS used good discretion in using the new-found ability to consider flexing an employee's work schedule to avoid the employee's resignation. The key is for department managers to use uniformity and consistency in considering alternate decisions. Kaye attended a Meeting with the Highway Department and will attend the Health & Human Services Department staff meeting later this week. Kaye plans to attend the WPELRA annual conference on January 19th –20th, and a BRB Consortium on Health Insurance on January 24th. Future HISC discussion will include health insurance cooperatives at the State level, and whether the employer can pay a portion of the co-op premium. A wage study is being done by other counties, and they plan to share the information with consortium members.

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

The next regular meeting date is set for **February 14, 2012 at 9:00 a.m.** Action items for next meeting: Discuss and/or act on proposed revision to PGAP section 4.

Motion by Renner, seconded by Stuchlak, to adjourn the meeting at 11:47 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

/s/ Diane M. Heider
Diane Heider
Recording Secretary

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