

## EXECUTIVE COMMITTEE

May 11, 2010

The Executive Committee of the Grant County Board of Supervisors met on Tuesday, May 11, 2010 at 9:00 a.m. in Room 266 of the Administration Building, Lancaster, WI.

The meeting was called to order by Chair Robert Keeney. Members present were John Patcle, Mark Stead, Larry Wolf, Stephen Adrian, and Patrick Schroeder. Therefore a quorum was present. Ivan Farness arrived during the meeting.

Patrick Schroeder, seconded by John Patcle, moved that the meeting is in compliance with the open meeting law. Motion carried without negative vote.

Stephen Adrian, seconded by Larry Wolf, moved to approve the agenda. Motion carried without negative vote.

Larry Wolf, seconded by Robert Keeney, moved to approve the minutes of the April 1, 2010 Employee Relations Committee meeting. Motion carried without negative vote. Mark Stead, seconded by John Patcle, moved to approve the minutes of the April 13, 2010 Finance/Executive Committee meeting. Motion carried without negative vote.

### Finance Segment

Louise Ketterer presented the Treasurer's Report for April. John Patcle, seconded by Stephen Adrian, moved to accept the Treasurer's Report. Motion carried without negative vote. Louise provided an overview of the depository process for the new members. In response to a question, Louise stated electronic deposit has been tried in the past but was too slow to handle the volume.

Nancy Scott reviewed the April Revenue/Expenditure Report. Patrick Schroeder, seconded by Stephen Adrian, moved to accept the Revenue/Expenditure Report.

Deputy Clerk of Court Jan Udell presented a request for a limited-term employee for three to four days per week, approximately five to six hours per day at \$9.46 per hour to shred old files. Patrick Schroeder asked if the shredding could be done by the Southwest Opportunities Center as the Public Property Committee had previously discussed using that resource for large volumes. The Committee requested that the Clerk of Court review the need for a limited-term employee to prepare the files for shredding by Southwest Opportunities Center and return next month if needed.

Mark Stead, seconded by Larry Wolf, moved to recommend approval of the "Resolution to Amend 2010 Budget for Carryover of Certain Accounts" to the full board. Motion carried without negative vote.

The Committee discussed the need for additional hours for the Corporation Counsel's legal assistant. Child Support Administrator Verda Nemo indicated that 66% of the time related to child support is reimbursable. Patrick Schroeder, seconded by Larry Wolf, moved to increase the position to 24 hours per week, with benefits, effective May 10 and request the employee temporarily work 40 hours per week. The need will be reassessed at the August meeting. Motion carried without negative vote.

Nancy Scott reviewed the options for replacing the county's financial/payroll/highway programs. The cost of new hardware to continue using the current software is \$34,000. The cost of purchasing new integrated software, including conversion and training, would be \$280,000 to \$320,000 depending on the modules purchased. Jeff Anderson stated that no additional hardware is required for the Springbrook option but some additional licenses would be. That cost would be no more than \$5,000. He was instructed to check on actual cost. Stephen Adrian, seconded by Robert Keeney, moved to recommend to the full board purchase of the Springbrook software option including highway but not human resources. Motion carried by voice vote. Mark Stead stated he voted against the purchase because specific positions had not been identified for cost savings.

The Public Property Committee is currently exploring the feasibility of a county-owned building maintenance fund and it was agreed that it did not need to be an ongoing item for the Executive Committee at this time.

Nancy Scott presented the Finance Director's report. The recent federal healthcare reform legislation has made health insurance coverage for adult children non-taxable for federal purposes retroactive to March 30. Notices will be sent to affected employees and taxes credited back to March 30. The benefit remains taxable for state purposes. A UW-Platteville student has inquired about an unpaid internship this summer. The hours would likely be split between the Finance Department and one or two other departments.

#### Employee Relations Segment

##### 2011 Non-Rep Wages

Joyce Roling reviewed the former Employee Relations Committee discussion of the non-represented wages for 2011. The county has been considering establishing the wages for the non-represented staff prior to the 2011 budget process. There are 95 permanent non-represented employees in Grant County plus about 40 LTE's (otherwise known as part time patrol) and a number of seasonal LTE's. Several scenarios of a fiscal impact for non-rep wages are as follows:

1. 0% across the board = \$104,765 over 2010. This increase is due to potential step increases.
2. 1% across the board = \$161,008 over 2010. This includes potential step increases.
3. 1% across the board effective 12/31/11: \$104,765. The affect is going to be seen in 2012 as it will reflect any wages or sick leave buyback payouts in 2012.

Jack Johnson presented an overview of the Employee Policy Committee (EPC). The purpose of the committee is to provide a vehicle for non-represented employees of Grant County to bring concerns and suggestions to the County Board Chair, Executive Committee and/or County Board. A survey was sent to all non-represented staff. The non-represented employees realize the economy is poor and the budget constraints are severe. To help with the 2011 budget, their proposal is to accept a 0% January 1, 2011, but propose a 2% increase on December 31, 2011, and whatever the union agrees to in 2012. The impact wouldn't be seen until 2012. After discussion, the Executive Committee decided to put this on the agenda again for June after they have a chance to review the material.

### Zoning/Sanitation Request

Joyce Roling, Terry Loeffelholz and Wilbur Austin presented the request to combine the Zoning and Sanitation Department after the current Sanitarian retires, which is July 6. The proposal is basically cost neutral, but will make the two departments more efficient.

The proposal is to combine the Zoning and Sanitation Departments when the current Sanitarian retires. The department head duties will be assumed by the Zoning Administrator and the title will change to Zoning/Sanitation Administrator. A full time technician will be hired to perform on-site investigations and inspections and to assist property owners in rezoning petitions and permits. Both the Administrator and Technician will have proper credentials to do investigations and inspections. Both the Health Committee and the Planning and Zoning Committee recommend the approval.

Pat Schroeder, seconded by Steve Adrian, moved to recommend for approval to the County Board the restructure of the Sanitation and Zoning Departments. This proposal includes: combining both departments, assigning the duties of Sanitarian to the Zoning Administrator with a one step pay increase for the Zoning Administrator (effective after successfully passing licensure exams), creation of a full time Technician position, and a recommendation to amend the county board by-laws to have Planning and Zoning Committee be the governing committee for the Sanitation duties instead of the Health Committee. This is to be effective after the current Sanitarian retires. Motion carried.

### Union Contract Negotiation Process

Joyce Roling reviewed the negotiation process with the committee. After discussion, it was decided to have the Executive Committee attend the negotiations. The chair, vice chair and County Board Chair will sit at the table. Steve Adrian, seconded by Ivan Farness moved to hire a firm to do union negotiations from initial proposal and work with the Personnel Department until final. Motion carried. The Personnel Department will do the preliminary research with departments and data collection and correspond with the attorney throughout the process. Three firms were discussed: Attorney Jon Anderson from Godfrey & Kahn, Attorney Andy Phillips from Centofanti Phillips, and Attorney Tom Crone from Meli Law. Each will be contacted and asked to provide a cost proposal and biography. The committee will meet Tuesday evening immediately following the county board meeting to review.

### Directors Report

Joyce Roling discussed the staffing report for this past month. Total Grant County Employees as of May 10, 2010, are as follows:

Full time Benefit	285
Regular Part time Benefit	117
Part time	28
Limited term and seasonal	146
TOTAL	576

Joyce Roling will be attending the Costing Contracts academy on May 13 and 14 in Eau Claire. The Wisconsin Public Employers Labor Relations Association is sponsoring it and is paying 50% of the cost for Joyce because she is a member and on the WPLRA Board of Directors. The cost for the county is \$149 plus travel.

### Closed Session

John Patcle, seconded by Pat Schroeder moved to go into closed session per state statute 19.85 (1) (c) (e) regarding personnel matters and contract negotiations. Roll call vote resulted in carried motion.

Robert Keeney	Yes
Patrick Schroeder	Yes
Larry Wolf	Yes
John Patcle	Yes
Steve Adrian	Yes
Ivan Farness	Yes
Mark Stead	Yes

Mark Stead, seconded by Steve Adrian, moved to come out of closed session. Motion carried without negative voice vote.

### Adjournment

Mark Stead, seconded by Steve Adrian, moved to adjourn to Thursday, June 3, 2010 at 9:00 a.m. Motion carried without negative voice vote. Meeting adjourned at 2:50 p.m.