

**Board of Director's
Personnel and Compensation Committee
Monday, May 22, 2017 at
Noon –2:00 p.m.
Workforce Connection, Inc. Offices
2615 East Avenue South
Administrative Suite Conference Room
La Crosse, WI 54601**

Agenda Item	Pages	Action
I. CALL TO ORDER (12:00 p.m. TO 12:05 p.m.)		
A. Announcement and Introduction		
B. Additions to Agenda		
C. Meeting Minutes		
1. Approve May 16, 2016 Meeting Minutes	Pages 3-5	X
II. PERSONNEL AND COMPENSATION (12:05 to 1:15 pm)		
A. Organizational Metrics	Pages 6-7	X
B. Summary of Recommendations	Pages 8-14	X
C. Pay Plan Information		
1. Recommendation 1: 2016-2017 Pay Plan Incentive		
2. Recommendation 2: 2017-2018 Pay Pool Adjustments		
3. Recommendation 3: 2017-2018 Personnel Policies Changes		
D. 2017-2018 Insurance Information		
1. Recommendation 4: 2017-2018 Insurance Rates and Plan		
2. Recommendation 5: 2017-2018 Insurance Coverage (All)		
III. CLOSED SESSION (1:15 to 1:45 pm)		
<i>In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) of the State Statute on open meetings, the Committee will enter into closed session to</i>		
A. Executive Director Evaluation		Under Separate Cover
IV. OPEN SESSION (1:45 to 2:00 pm) <i>The Committee will reconvene into open session.</i>		
V. CONCLUSION		
A. Unfinished Business		
B. New Business		
C. Confirm Next Meeting Date		
VI. ADJOURNMENT		

Anna Boland, Ingersoll-Rand	Chairperson
David Ring, Kwik Trip	Vice Chairperson
Kevin Zagrodnick, River Bank	Treasurer
Kurt Bear, Mid City Steel	Director
Angela Menezes, Logistics Health, Inc.	Director
Doug Billings, Empire	Director
Anne Hlavacka, UW – La Crosse	Director
Karen Long, Organic Valley/CROPP Cooperative	Director
Tim Vondrasek, Norwinn Company	Director
Neil Kamrowski, International Assoc. of Machinists and Aerospace Workers	Director
Dimitar Dzikov, Coulee Bank	Director

Board Meeting Schedule

Monday, August 22, 2016	2:00 p.m.	Oversight Committee (Billings/Kamrowski/Zagrodnick/Bear)
Monday, August 29, 2016	2:00 p.m.	Executive Committee (Boland/Ring/Zagrodnick)
Monday, August 29, 2016	3:00 p.m.	Full Board
Monday, October 24, 2016	3:00 p.m.	Annual Meeting
Monday, January 30, 2017	3:00 p.m.	Full Board
Monday, April 3, 2017	3:00 p.m.	Full Board—Strategic Focus
Monday, May 22, 2017	1:00 p.m.	Personnel & Compensation (Hlavacka/Long/Menezes/Vondrasek)
Monday, May 22, 2017	3:00 p.m.	Full Board—Cancelled
Monday, June 26, 2017	3:00 p.m.	Full Board

Board and committee meetings are held the 4TH Monday of the meeting month, unless otherwise noted (). Board committee meetings will be held at 2:00pm in the Workforce Connections, Inc. offices, and regular Board meetings will be held at 3:00pm in the Workforce Connections, Inc. offices.*

Workforce Connections, Inc.
Board of Directors
Personnel and Compensation Committee
Minutes of Meeting
Monday, May 16, 2016

Attendance Page 3

I. CALL TO ORDER

A. Announcement and Introductions

Kevin Zagrodnick volunteered to act as Chair. Committee Chair Zagrodnick called the meeting to order at 1:00 pm. A quorum was present.

B. Additions/Deletions/Changes to Agenda

None

C. Meeting Minutes

Motion made by Menezes/Zagrodnick to approve May 18, 2015 Meeting Minutes.
Motion carried unanimously.

II. PERSONNEL AND COMPENSATION

A. Ms. Pierce presented the Organizational Metrics which measures WCI's condition using five key areas: Financial, Organizational Integrity, HR/Training/IT/Teamwork, Program Accomplishments, and Strategic Development. Last year's evaluation was an 81 (satisfactory) and this year Ms. Pierce evaluated the organization's score as an 84 (satisfactory). This reflects WCI's improvement and stability. Discussion ensued.

B. Ms. Pierce presented the Summary of Recommendations.

C. The Pay Plan was then presented by Ms. Pierce.

1. Recommendation 1: 2015-2016 Pay Plan Incentive Dollars were explained by Ms. Pierce with a recommendation of a 2% payout based on the company's performance. Motion made by Zagrodnick/Hlavacka to approve 2015-2016 Pay Plan. Motion carried unanimously.
2. Recommendation 2: 2016-2017 Pay Pool Adjustments were examined and Ms. Pierce recommended a 3% increase to remain competitive in recruitment of new employees and allowing for discretionary opportunities during the year. Discussion ensued. Motion made by Zagrodnick/Hlavacka to approve 2016-2017 Pay Pool Adjustment. Motion carried unanimously.
3. Recommendation 3: 2016-2017 Increase Current Pay Range was recommended by Ms. Pierce since it has not been adjusted since prior to 2010. This would also allow WCI to meet the proposed rule change to raise the eligibility ceiling for overtime pay by the Department of Labor. Discussion ensued. This recommendation will be researched further. Motion made by

Zagrodnick/Hlavacka to not approve the recommendation of Increase Current Pay Range until more study can be done. Motion carried unanimously.

4. Recommendation 4: Add Labor Market Adjustment bring WCI up to comparable job markets, to create parity, ensure all seasoned and new staff are paid comparably, and to make us more competitive. Discussion ensued. Motion made by Zagrodnick/Hlavacka to approve 2016-2017 Add Labor Market Adjustment of up to \$18,000 to create parity. Motion carried unanimously.
5. Recommendation 5: Add Recruitment Bonus was recommended by Ms. Pierce to aid in finding qualified workers for WCI. Research shows that a large percentage of new employees that are hired are by referrals. The employee referring the candidate hired would receive \$250 at the time of hire and then another \$250 after 180 days if the new hire is still employed with WCI. Discussion ensued. Motion made by Zagrodnick/Hlavacka to approve 2016-2017 Add Recruitment Bonus with a slight change in wording. Motion carried unanimously.
6. Recommendation 6: Increase Retirement Contribution was explained by Ms. Pierce. She recommends an increase from 5% to 6% company contribution. Discussion ensued. Motion made by Zagrodnick/Hlavacka to approve 2016-2017 Increase Retirement Contribution. Motion carried unanimously.

D. 2016-2017 Insurance Information

1. Recommendation 7: 2016-2017 Health Insurance Rates were compared by Ms. Pierce, which included three options. Option 2 for the Platinum 1000 was recommended by Ms. Pierce. Discussion ensued. Motion made by Zagrodnick/Hlavacka to approve 2016-2017 Health Insurance Rates. Motion carried unanimously.
2. Ms. Pierce reviewed a composite of the 2015-2016 Insurance Rates and Policies with the committee for informational purposes only.

E. 2016-2017 Draft Business Plan

1. Recommendation 8: Personnel Policy Changes were highlighted and recommended to the committee by Ms. Pierce. Discussion ensued. The committee recommended that the changes presented for 7 (Marriage), Page 12 (Training, Seminars, Workshops or Conferences) and Page 32 (Disability) need to be revisited, all other recommended changes were OK. Motion made by Zagrodnick/Hlavacka to disapprove the recommendation Personnel Policy Changes until more study can be done. Motion carried unanimously.

III. **CLOSED SESSION started at 2:39 p.m.**

In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) of the State Statute on open meetings, the Committee will enter into closed session for

A. Executive Director Evaluation

IV. **OPEN SESSION** *The Committee reconvened into open session.*

V. **CONCLUSION**

A. Unfinished Business
None

B. New Business
None

C. Next confirmed Personnel and Compensation Committee Meeting will be held ?

VI. ADJOURN

Motion made to adjourn the meeting by 2:56 p.m. and was carried unanimously. Business Meeting adjourned at 2:57 p.m.

Respectively Submitted,

Kevin Zagrodnick,
Acting Chair

ATTENDANCE

<u>PRESENT</u>	<u>OTHERS PRESENT</u>
Anne Hlavacka, UW- La Crosse Angela Menezes, Logistics Health, Inc. Tim Vondrasek, Norwinn Company Kevin Zagrodnick, River Bank	Teresa Pierce, WCI Joanne Clare, WCI Kenda Fluegge, WCI