



**Board of Director's
 Personnel and Compensation Committee
 Monday, May 16, 2016 at
 1:00 p.m. – 2:45 p.m.
 Workforce Connection, Inc. Offices
 2615 East Avenue South
 Lower Level Conference Room
 La Crosse, WI 54601**

Agenda Item	Pages	Action
I. CALL TO ORDER (1:00 p.m. TO 1:05 p.m.)		
A. Announcement and Introduction		
B. Additions to Agenda		
C. Meeting Minutes		
1. Approve May 18, 2015 Meeting Minutes	1-3	X
II. PERSONNEL AND COMPENSATION (1:05 p.m. to 2:30 pm)		
A. Organizational Metrics	4-5	X
B. Summary of Recommendations	5-23	X
C. Pay Plan Information		
1. Recommendation 1: 2015-2016 Pay Plan Incentive		
2. Recommendation 2: 2016-2017 Pay Pool Adjustments		
3. Recommendation 3: 2016-2017 Increase Overall Pay Range		
4. Recommendation 4: 2016-2017 Labor Market Adjustment		
5. Recommendation 5: Recruitment Bonus		
6. Recommendation 6: Increase Retirement Contribution		
D. 2016-2017 Insurance Information		
1. Recommendation 7: 2016-2017 Insurance Rates and Plan		
2. Recommendation 8: 2016-2017 Insurance Coverage (All)		
E. 2016-17 DRAFT Business Plan		X
1. Recommendation 10: Summary of Personnel Policy Changes		
2. Updated Personnel Policies attached to email sent with Meeting Agenda and Packet		
III. CLOSED SESSION (2:30 p.m. to 2:45 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 (2:45 p.m. to 2:50 p.m.)** *The Committee will reconvene into open session.*

V. **CONCLUSION**

- A. Unfinished Business
- B. New Business
- C. Confirm Next Meeting Date

VI. **ADJOURNMENT**

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

2015-16	August 17, 2015—WCI Oversight Committee (Gaul/Zagrodnick/Menezes)
	August 17, 2015—Regular Board Meeting (ALL)
Meeting	November 2, 2015—Annual Meeting (ALL)
	January 18, 2016—Regular Board Meeting (ALL)
Schedule	March 21, 2016—Strategic Development Committee (Bear/Boland/Ring/Long)
	March 21, 2016—Regular Board Meeting (ALL)
	May 16, 2016—Personnel and Compensation Committee (Zagrodnick/Menezes/Hlavacka/Vondrasek)
	May 16, 2016—Regular Board Meeting (ALL)
	June 20, 2016—Regular Board Meeting (ALL)

Board and committee meetings are held the 3rd 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 18, 2015

ATTENDANCE – Page 3

I. CONSENT ITEMS

A. Call to Order and Introductions

Committee Chair May called the meeting to order at 3:06 p.m. A quorum was present.

B. Additions or Deletions to Agenda

None

C. Announcements

Chair May is stepping down from the WCI Board of Directors and also as the Dean of the College of Business at UW-La Crosse. Teresa Pierce will connect with Chair May to discuss a recommendation/nomination from UW-La Crosse.

II. BOARD BUSINESS

A. Meeting Minutes of May 22, 2014

Motion made (Gaul/ Zagrodnick) to approve the May 22, 2014 meeting minutes.

Motion carried unanimously.

B. Ms. Pierce presented the Organizational Metrics, which assess the organization's health based on five areas: Financial; Organizational Integrity; HR/Training/IT/Teamwork; Program Accomplishments; and Strategic Development. Overall, Ms. Pierce evaluated the organization as an 81 (satisfactory); last year at this time, the organization's score was 77.5.

C. Ms. Pierce recommended a 2% incentive payout, based on the organization's performance. All staff would receive the performance incentive pay. Ms. Menezes recommended that both the pay plan incentive and the pay plan be tied to performance in the future; Chair May concurred. Discussion ensued.

Motion made (Zagrodnick/Gaul) to approve the 2% pay plan incentive dollars.

Motion carried unanimously.

D. Ms. Pierce recommended a 3.5% pay pool adjustment, which can be implemented as a wage increase or a bonus. Ms. Pierce also provided alternative percentage options for the Committee to consider. Ms. Menezes stated that 3-3.5% has been standard this year in private companies. Knowing that some of the 3.5% is held back for discretionary opportunities that arise throughout the year, Ms. Menezes feels the 3.5% recommendation is reasonable. Discussion ensued.

Motion made (Gaul/Menezes) to approve the 3.5% pay pool adjustment.

Motion carried unanimously.

- E.** Ms. Pierce presented current health insurance plan and three options for the upcoming year. Flies Insurance has told WCI that the current insurance plan will not be available if the organization moves away from it, and now that it will likely only be offered for one more year. Ms. Pierce recommends remaining with the current health insurance plan for one more year, and educating staff on upcoming changes. Changing plans at this time will present a financial burden for some staff. Discussion ensued.

Motion made (Zagrodnick/Gaul) to approve Option 1 and remain with the Premier H90A health insurance plan for 2015-16, and educate staff on upcoming changes to the health insurance.

Motion carried unanimously.

- F.** Ms. Pierce shared a composite of all the organization's insurance policies with the Committee. This information was presented for informational purposes only.
- G.** Ms. Pierce recommended adjusting the accrued leave policy, as outlined in a draft of the Personnel Policies, in order to assist with retention. No staff are adversely impacted. Discussion ensued.

Motion made (Gaul/Zagrodnick) to approve the accrued leave policy adjustments noted on page 16 of the draft Personnel Policies.

Motion carried unanimously.

- H.** Ms. Pierce recommended modifying the calendar for personal leave, so that it is also aligned with the fiscal year instead of the calendar year. This will create more consistency with WCI's financial system. This would result in an 18-month period for this year, followed by 12-month periods.

Motion made (Menezes/Zagrodnick) to approve the adjustment of the personal leave calendar.

Motion carried unanimously.

- I.** Ms. Pierce presented revisions to the Personnel Policies, including grammar changes; position titles adjustments; better articulated language to increase understanding (Personal Leave, Explanation of Benefits); requiring an obituary for funerals attended; direct deposit of reimbursements.

Motion made (Gaul/Menezes) to approve the revisions made to the Personnel Policies.

Motion carried unanimously.

- J.** Ms. Pierce presented a draft of the WCI Pay Plan, with proposed changes discussed in this meeting. Ms. Pierce recommends adjusting the mid-year incentive pay from \$250 to \$300. This incentive pay is charged directly to the staff person's program, and is not tied to the incentive pay or the pay pool. The draft Pay Plan also reflects position title adjustments. Discussion ensued.

Motion made (Zagrodnick/Gaul) to approve the pay plan recommendations.

Motion carried unanimously.

- K.** Motion made (Menezes/Gaul) to enter closed session to discuss the Executive Director evaluation and staffing matters.

Motion made (Gaul/Zagrodnick) to move into open session.
Motion carried unanimously.

- L. Motion made (Menezes/Zagrodnick) to recommend adjusting the pay and compensation of the Executive Director, and have the compensation plan updated and attached to the current contract.
Motion carried unanimously.

VIII. ADJOURN

Motion made (May/Menezes) to adjourn. Motion carried unanimously.
Meeting adjourned at 4:48 p.m.

Respectfully submitted,

Bruce May
Committee Chair

ATTENDANCE

<u>PRESENT</u> Marty Gaul, IAMAW District Lodge 66 Bruce May, UW-La Crosse Angela Menezes, LHI Kevin Zagrodnick, River Bank	<u>OTHERS PRESENT</u> Teresa Pierce, Workforce Connections, Inc. Lisa Turnbull, Workforce Connections, Inc. Sarah Westbrook, Workforce Connections, Inc.
<u>EXCUSED</u>	