

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 1, 2017
TIME: 8:30 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner
EXCUSED: Mike Feirer at 10:00 a.m.
OTHERS PRESENT (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Jason DeMarco, Heather Gehrt, Terry Stelzer, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Shane Wucherpennig, Chad Schooley, Dennis Polach, Adam Fischer, Brad Kremer, Warren Kraft, Paula Tracy

The meeting was called to order by Chairman Wagner.

Public Comment – No public comments

Consent Agenda

Motion (Rozar/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Discussion was held regarding terminating the Executive subcommittee on River Block, Annex and Courthouse remodeling. The River Block project is almost finished with the exception of the last Human Services group moving in from Centralia and completion of the auditorium. Rozar feels that any further decision making can be brought to the Executive Committee by the Maintenance Manager. Wagner would like to see a final report on the projects brought before the Subcommittee at the August 7th meeting. Henkel felt it would be wrong to end the Subcommittee without thanking all the members for their hard work.

Maintenance Manager Van Tassel reviewed his Letter of Comments.

Van Tassel gave an update on the Courthouse and River Block construction projects. The River Block project continues to remain under budget with final work being done. Progress continues on the IT offices. Dispatch will be moving into their new space next week. Rozar asked about having an open house of the new Dispatch Center. Feirer will include that on the next Public Safety Committee agenda. The parking situation at River Block was discussed. The Elks lot is now available for employee parking. The question was raised whether part of the Elks lot could be opened for public parking to alleviate some of the issues the local businesses are having with adequate parking for their customers. Brandon Vruwink encouraged waiting on doing so until all Human Services employees are moved into the building and summer vacations are done to get a true picture of the parking needs of the employees. Clendenning stated he was approached about hosting Business After Hours in the River Block building. Security concerns were discussed due to the amount of confidential information housed in the building and allowing general public access into the building once it is closed for business.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments. Clendenning asked why there was no mention of the false fire alarm that occurred during the July 18 County Board meeting, and also why no announcement was made about it being a false alarm. An announcement was made but the current PA system in the building is very old and not always easily heard. Van Tassel is looking into an upgrade of the PA system.

Stelzer would like to change his wage distribution in his budget to more accurately reflect the amount of time spent on workers comp versus insurance. Currently it is split 75/25 but Stelzer would like it to be split 50/50 as that is more accurate and also it is his understanding that payroll is having issues with the current split for WRS. Martin reminded the Committee that workers comp wages are non-levy as opposed to insurance wages which are levy funded. Wagner stated that the matter would be discussed further at budget time.

The IT Letter of Comments was reviewed. IT Director Kaup reported that the TimeStar system configuration continues to address the needs of individual departments. TimeStar went live for the first group of departments on July 30th. Phone system and network upgrades have been completed. The Citrix farm was down due to expired certificates. Kaup apologized to Treasurer Gehrt as this occurred at a very inopportune time for the Treasurer's office when they were in Marshfield collecting property taxes.

Wellness Coordinator Fandre presented his update. He is in the process of holding informational meetings at various Wood County locations to explain the Wellness program and the newly implemented insurance premium discount. He has issued approximately 80 vouchers for new participants wanting to get on the Wellness program. Rozar commended Fandre on the communication documents he has been providing to employees. Clendenning questioned how members of the Wellness committee are picked and discussion was held regarding same.

Treasurer Gehrt reviewed the Department's Letter of Comments. She along with the Deputy Treasurer opened the office the morning of Saturday, July 22nd, to collect taxes. They did not get the response they had hoped for; Gehrt stated that should they consider doing Saturday property tax collection in the future it would be on the last Saturday of the month and with more advertising.

Pliml joined the meeting at 9:10 a.m.

Gehrt presented a resolution to authorize the tax deeding of 17 properties within the County.

Motion (Breu/Feirer) to approve the resolution to authorize the tax deeding of 17 properties within the County. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Gehrt presented a resolution to sell a tax deeded property in the Town of Saratoga.

Motion (Rozar/Henkel) to approve the resolution to sell a tax deeded property in the Town of Saratoga. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin sought proposals from Springsted and PFM to provide services for the County's debt issuance later this year. Both are comparable firms. Martin and Deputy Finance Director Cummings reviewed the proposals and recommend remaining with Springsted.

Motion (Pliml/Breu) to continue utilizing the services of Springsted for Wood County's debt issuance needs. Motion carried unanimously.

Martin requested guidance from the Committee as to how they would like budget documents presented to them. In the past each member received two large binders containing complete budgets for each department. Rozar suggested having a few sets of binders available to be shared by the Committee members. Pliml stated that he would like to see an electronic version of the budget versus the large paper copies. Henkel would like to see paper copies of the budget summaries.

Discussion was held regarding funding Capital Improvement Plans and the need for the Executive Committee to set limits and let oversight committees prioritize projects requested by their departments. Rozar stated that there needs to be a meeting focusing on Capital Improvement Plans prior to the September 21st budget meetings. **A Capital Improvement Plan meeting was set for Wednesday, August 30th at 8:30 a.m. to be held in conference room 114.**

Finance Department correspondence was discussed as outlined on the agenda.

Break at 9:44 a.m. Meeting reconvened at 9:50 a.m.

Discussion took place relating to an open house at the River Block Building. The consensus of the Committee was it would be a good idea but concerned about serving alcohol and privacy in the departments. Costs were also discussed and consensus of the Committee was to direct Reuben Van Tassel and Jason Grueneberg to gather information as to a potential date.

Human Resources (HR)

The Committee discussed a full market analysis for 240 positions versus bench mark positions, and thought the latter could bring the cost down. Also discussed if went to the full-fledge review, it should be included in the 2018 budget. Mike Martin added there is \$420,000 in contingency and could be used for unforeseen projects. The Committee directed Mr. Kraft to identify bench mark positions and those critical-skills positions within departments. The Committee's intent is to consider a market review of those positions to determine what adjustments might be made across the entire plan while still maintaining internal equity between the pay groups. Mr. Kraft asked for clarification on retaining the hiatus on salary grade reviews.

Motion (Pliml/Rozar) to continue to hold on salary grade reviews and not move forward with them. Motion carried. Voting no: Clendenning.

Sue Kunferman brought forward a resolution to create one full-time (1.0 FTE) Environmental Health Sanitarian or Environmental Health Assistant position, with no increase in budgeted tax levy.

Motion (Rozar/Clendenning) to approve creation of one full-time (1.0 FTE) Environmental Health Sanitarian or Environmental Health Assistant position, with no increase in budgeted tax levy. Motion carried unanimously.

Mr. Kraft's intent was to bring forward revisions to the Employee Policy Handbook; however, the Committee Chairman requested review of the revised Educational Policy, based upon numerous questions. The policy was provided and will be discussed next month.

Motion (Pliml/Henkel) to go into closed session at 10:30 a.m. pursuant to Wisconsin State Statute §19.85 (1)(c) to:

- **Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically the IT Director has asked the Chairman to have the Committee to consider personnel actions covered under this section.**
- **Discuss the status of the recruitment for the Finance Director position.**

Roll call vote: Henkel: yes; Pliml: yes; Breu: yes; Clendenning: yes; Rozar: yes; Wagner: yes. Motion carried.

Motion (Rozar/Henkel) to return to open session at 11:15 a.m. Motion carried unanimously.

Next month's Executive Committee meeting is scheduled for Tuesday, September 5, 2017 at 8:30 a.m. in room 114.

Motion (Rozar/Wagner) to adjourn the Executive Committee meeting at 11:16 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. All other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.