

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, March 7, 2017
TIME: 8:00 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Michael Feirer, Hilde Henkel, Donna Rozar, Ed Wagner
EXCUSED: Lance Pliml

OTHERS PRESENT (for part of all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Cheryl Krohn, Terry Stelzer, Shane Wucherpfennig, Peter Kastenholz, Rock Larson, Brandon Vruwink, Mary Schlaghaft, Dawn Schmutzer, Adam Fischer, Dennis Polach, Bill Clendenning, Joe Zurfluh, Warren Kraft, and Rae Anne Beaudry, Kelly Jagelski, Tim Deaton (Horton Group representatives)

The meeting was called to order by Vice-chair Wagner.

Public Comment – No public comments

Consent Agenda – Polach questioned claims to ABR Employment Service (Maintenance/Purchasing) on pages 27 and 29. Van Tassel explained a temp employee was used while an employee was on medical leave.

Motion (Feirer/Breu) to approve the consent agenda as presented. Motion carried unanimously.

Maintenance Manager Van Tassel reviewed his Letter of Comments. He informed the Committee the City assessor did an assessment on the Airport Avenue CBRF and the assessed property value came back at \$182,600. The County's purchase price was \$163,000. Disposition of the property will be discussed at next month's meeting.

Van Tassel gave an update on the River Block and Courthouse construction projects. The River Block project is on schedule. A cleaning service will be hired by the general contractor as per contract by the end of the week to do the final cleanup before departments move in. Progress continues on the Courthouse Data Center.

Van Tassel informed the Committee of the use of \$10,000 in capital outlay originally budgeted for the purchase of a new truck, now to be used for a new plow and a dump trailer. Mike Martin stated this action will not require a resolution because it only modifies capital outlay designation and the purchase stays within budget.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

IT Director Kaup informed the Committee that the new Network Analyst would be starting on March 13th. IT also has an intern from Mid-State Technical College. The microwave connection from the Courthouse to River Block is being completed and IT will begin putting equipment at River Block the week of March 20th. IT staff will vacate the old County Clerk's office in the near future so demolition for the Dispatch Center can begin. Kaup suggested emailing IT staff as they will be spread out in the Courthouse until permanent IT Department office space is completed.

Wellness Coordinator Fandre gave his update. The Wellness Committee continues to recruit wellness champs. He is working with HR to get 1st quarter wellness incentives included in the March 16th payroll.

Deputy Treasurer Krohn reviewed the Department's Letter of Comments.

Krohn presented a resolution to sell a tax deeded property in the Village of Port Edwards.

Motion (Rozar/Breu) to approve the resolution to sell a tax deeded property in the Village of Port Edwards. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin stated the Clerk of Courts does not yet have a dollar amount for the resolution to amend their 2016 budget. Wagner indicated he spoke with the Deputy Clerk of Courts and the final amount will not be available for a couple of weeks. Executive Committee will meet prior to County Board to address the resolution.

Martin presented a resolution to amend the 2016 Veterans Services budget.

Motion (Feirer/Henkel) to approve the resolution to amend the 2016 Veterans Services budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding transferring 2016 appropriations between functions by motion versus resolution. The Executive Committee is allowed to transfer available appropriations within functions if needed, if the amount is the lesser of \$5,000 or 10% of the function receiving the transfer. At the time of this meeting, only the child custody mediation budget is with overage. Because there is no function from which to transfer monies to cover this overage, it that will need to be addressed by resolution.

Wucherpennig stated he drafted a resolution for \$4,500 in unanticipated revenue his Department was receiving for the sale of a truck to the Park & Forestry Department. Discussion was held regarding selling County property to other County departments versus transferring the asset. Wucherpennig stated he was counting on the revenue to pay for a topper for a new truck purchased and also to help with moving expenses in relocating to River Block. He will present a final resolution at the Executive Committee meeting prior to County Board.

Discussion was held regarding a request from the Health & Human Services Committee to change the format of Committee reports. Currently there is so much information required to be redacted from the report, that the Committee gets no information on the nature of some claims. This redaction makes it difficult to knowledgeably approve them. The Health and Human Services Committee understands the need for redacting names, but would like to see the "nature of the claim" in the vouchers. IT will work with Human Services to come up with a solution and the Executive Committee will be updated regarding this solution at the April meeting.

Martin announced that his retirement date will be December 15, 2017 and believes it would be beneficial to begin discussion of the succession plan to replace him prior to the audit and budget processes when the Finance Department is exceptionally busy. The HR Department will look into the proper recruiting process and report back to the Committee at the April meeting.

The Committee discussed some of the challenges that will be faced in trying to balance the 2018 budget. Health care costs will likely have a significant impact on departmental budgets. It was suggested the Committee start reviewing non-lapsing accounts early in the budget process.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 9:10 a.m. Meeting reconvened at 9:17 a.m.

Human Resources (HR)

Warren Kraft introduced members of the Horton Group, the County's benefit advisors (Rae Anne Beaudry, Kelly Jagelski and Tim Deaton.) Deaton reviewed a three-year health insurance claims history and offered an early, tentative projection of 2018 expenses. Discussion ensued. Martin talked about the impact to the health fund reserve. Beaudry explained the purposes for the Executive Committee policy to retain six to nine months of claim costs in the health fund reserve. Rozar asked if the graphical depiction of the health fund reserve could be provided again on a regular basis. Kraft said he would work with Martin to reintroduce that document. Wagner referenced the impact of workforce demographics on health claims and asked about the impact of a Health Savings Account as part of any plan revisions. Beaudry responded. Rozar asked about case management of chronic diseases and Beaudry responded. Further updates will be provided to the Committee on a monthly basis with the expectation that recommendations for 2018 health insurance plan/premiums will be presented at the June 5 meeting, rather than waiting until July as has been done in past years.

Agenda items for next meetings:

-Special meeting before County Board (March 21, 2017) to review and recommend for Board consideration, resolutions from Land, Water, and Conservation (regarding appropriation of proceeds from sale of vehicle) and from Clerk of Circuit Court (amend 2016 budget to reflect additional invoices).

-Next regular meeting (April 4, 2017) to review disposition of Airport Avenue facility and to review health fund reserves.

Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 10:14 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

Human Resources agenda items minutes taken and prepared by Warren Kraft. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.