

**OPERATIONS COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, January 5, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Conference Room 114

**PRESENT:** Ed Wagner, Lance Pliml, Adam Fischer, Mike Feirer, Donna Rozar (via Webex)

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, Al Thurber, Ed Newton, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Adam Fandre, Trent Miner, Heather Gehrt, Amy Kaup, Marissa Laher, Ashley Normington, Kristie Egge, Mary Schlaghaft, Mary Solheim, Jordon Bruce, Brandon Vruwink

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

Fischer requested to remove page 5 from the packet for discussion.

**Motion (Fischer/Feirer) to approve the consent agenda with the exception of page 5, Finance Director’s comments. Motion carried unanimously.**

Fischer requested clarification on the discussion that Finance Director Thurber had with Baird regarding Justice Center financing and 2021 bonding issues. Thurber clarified that he held a few calls with Justin from Baird to talk about the interest rate environment as well as if additional costs could be borrowed for in regards to the Justice Center such as the cost of transporting inmates, leasing safe keeping space in another county, etc.

**Motion (Fischer/Feirer) to approve page 5, Finance Director’s comments. Motion carried unanimously.**

County Clerk Miner presented a resolution to amend the 2020 Elections Budget.

**Motion (Fischer/Pliml) to approve the resolution to amend the 2020 Elections Budget. Motion carried unanimously.**

Wellness Coordinator Fandre gave a brief update of Wellness Program activities to the Committee.

Finance Director Thurber briefly discussed the carryover of CIP dollars for Edgewater Haven. Thurber stated that he discussed the proper procedures for carryover of CIP funds with attorneys. Thurber shared that there are three options for unspent CIP monies: finance paying down the debt, move it into debt service fund, or use it for another project of the same nature that was put in the bonding. Supervisor Clendenning requested that Thurber put out a memo explaining the handling of excess CIP funds to Department Heads. Rozar stated that this request to carryover is coming from Edgewater due to the lockdown at Edgewater as a result of COVID. Vendors were unable to access the building to complete work, so the timelines need to be extended slightly.

**Motion (Rozar/Feirer) to approve the carryover of CIP funds for Edgewater Haven. Motion carried unanimously.**

The resolution to amend the 2020 ATV and Snowmobile Program budgets will be brought to the February Operations Committee meeting.

Kristie Egge, Supervisor of Strategic Initiatives with the Health Department, introduced a resolution to create grant funded positions in the Health Department. She explained that a grant was submitted to the CDC and they were notified that they were awarded the grant. It is a five year grant cycle that began December 31<sup>st</sup>. The grant is for \$125,000 per year. The resolution is for the creation of one full time and one half time position that were written into the grant.

**Motion (Pliml/Feirer) to approve the resolution creating grant funded FTE's in the Health Department. Motion carried unanimously.**

Human Resources Director McGrath presented a resolution to continue the self-insured worker's compensation program. McGrath explained that this is a standard recertification that needs to be completed every three years with the State of Wisconsin. The resolution certifies our status for 2021-2024.

**Motion (Fischer/Pliml) to approve the resolution to continue the self-insured worker's compensation program. Motion carried unanimously.**

McGrath presented a draft staffing procedure and rubric in response to the budget challenges and FTE count. McGrath gave a brief history of the hiring freeze and the reason that she was requested by the Committee to draft the procedure. McGrath explained that the rubric drafted is intended to serve as an objective guide when making the decision whether to fill a vacant position. She requested feedback from the Committee and an opportunity to solicit Department Head feedback.

Discussion ensued at length. Multiple members of the Committee questioned if the authority for the decisions on filling vacant positions should lie solely with the Operations Committee, or if oversight committees should be responsible for their own departments that they oversee. The Committee discussed the rubric itself and stated that it was a good starting point. The Committee directed McGrath to obtain feedback from Department Heads and return with that feedback at the next Committee meeting.

McGrath asked how the Committee would like to proceed with hiring going forward since the hiring freeze ended at the end of the year. The consensus of the Committee was that the hiring freeze would continue and the process of Department Heads clearing positions to be hired through their oversight committees and Chair Pliml will continue as well. The Committee will review the process again at the February Committee meeting.

Items for next agenda: Carryover of CIP dollars for Norwood  
Hiring freeze and procedure for staffing approval

The next regular Committee meeting is scheduled for February 2, 2021 at 9:00 a.m.

**Motion (Feirer/Pliml) to adjourn. Chair Wagner declared the meeting adjourned at 9:44 a.m.**

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.