

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, November 6, 2018
TIME: 8:00 a.m.
PLACE: Health Dept. EOC
River Block Building
Wisconsin Rapids, WI

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Bill Winch, Donna Rozar, Adam Fischer

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Kelli Quinell, Kim McGrath, Heather Gehrt, Amy Kaup, Brandon Vruwink, Marla Cummings, Lacey Bell, Reuben Van Tassel, Sue Kunferman, Jordon Bruce

The meeting was called to order by Chair Machon.

Public Comment – Supervisor Clendenning expressed his concern with the new dumpsters located at the Courthouse and the River Block buildings with the possibility of unwanted items getting disposed of in them.

Supervisor Clendenning requested that the minutes from the October 2, 2018 EC meeting be pulled from the Consent Agenda for discussion along with the Human Resources Director's and the Maintenance Director's monthly letters of comments.

Motion (Fischer/Curry) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.

Clendenning questioned that the minutes from the October 2, 2018 EC meeting noted that the County Administrative Coordinator's job description would be reviewed as an agenda item later in the meeting and did not see anything in the minutes about reviewing it. It was stated this was an oversight and the job description was not discussed at this meeting.

Clendenning asked for further clarification under the HR Director's monthly letter of comments as to what two reports requested by Committee Chairs were prepared. HR Director McGrath indicated that Supervisor Winch had requested a report of the Humane Officer's hours and Supervisor Fischer had requested a report of the percentage of JDQs that are approved and denied.

Clendenning questioned under the Maintenance Director's monthly letter of comments about Emergency Management's office space and the length of time it is taking to complete the remodel. Maintenance Director Van Tassel explained it has been a long process due to the project being budgeted for in 2019; but the staff moved out of the office months ago when the Committee determined there were concerns regarding water issues in that space.

Motion (Fischer/Rozar) to approve the pulled items from the Consent Agenda. Motion carried unanimously.

Chair Mahon presented information he received regarding membership in Wisconsin Counties Utility Tax Association. Discussion ensued.

Motion (Clendenning/Machon) to join Wisconsin Counties Utility Tax Association.

Discussion ensued. Supervisor Fischer indicated he is not opposed but would like to learn more about it. Supervisor Rozar also indicated she would like to review more information. There was discussion about having someone from the Association make a presentation at an EC meeting next year.

Motion (Poloch/Fischer) to amend the motion to join Wisconsin Counties Utility Tax Association and add that membership would be reviewed after 1 year. Motion carried unanimously.

Chair Machon presented information regarding renewable and sustainable energy. Discussion ensued.

Motion (Curry/Rozar) to allow staff to meet with SolSmart and report back to Committee. Motion carried unanimously.

Supervisor Rozar presented information regarding discussions with Marshfield City administration regarding possible space in the City Hall Plaza for Cornerstone. Discussion ensued.

Motion (Fischer/Clendenning) to allow Maintenance Director to devote staff time to work with Human Services to review options for Cornerstone relocation. Motion carried unanimously.

Treasurer Gehrt reported the failure of the initial offer for the Airport Avenue property purchase. The second offer has been accepted for \$150,000.00 with an expected closing date of November 20, 2018.

Discussion ensued about the 12th Street property.

Motion (Rozar/Clendenning) to give Chair Machon authority to explore opportunities with realtors to list the 12th St. property. Motion carried unanimously.

Nancy Turyk with U.W. Extension presented information for a proposed County Strategic Plan process. Discussion ensued.

Motion (Fischer/Machon) to approve creating a process to start planning a County Strategic Plan with the County Board Vice Chair as a liaison to work with Nancy Turyk and to provide monthly reports to the EC. Motion carried unanimously.

Director Cummings presented details from meeting with HR Director McGrath and IT Director Kaup regarding payroll and the current software. Cummings indicated that payroll is working. The three directors will continue to meet monthly to work on the process. Cummings stated our current software might not be the best or most efficient but is not recommending going to Dynamics software at this time. Kaup and Cummings indicated that with EC approval they would like to research some ERP (Enterprise Resource Planning) software to determine if it may be a better software option instead of stand-alone systems.

Resolution to accept offer of sale of tax deeded property (2).

Motion (Rozar/Polach) to accept the resolution to tax deed properties. Motion carried unanimously.

Resolution to update acceptable financial institutions for County monies.

Motion (Fischer/Clendenning) to accept the resolution to update acceptable financial institutions for County monies. Motion carried unanimously.

Resolution to amend the 2018 WIC budget for additional revenue and expenditures during the original budget process.

Motion (Rozar/Fischer) to accept the resolution to amend the 2018 WIC budget for additional revenue and expenditures during the original budget process. Motion carried unanimously.

Finance Director Cummings noted that the budget public hearing is on November 13. The date was entered incorrectly on the agenda.

Cummings presented information regarding the 2019 Human Services Budget Amendment which will be presented at County Board. Human Services increased a part-time position to a full-time one. This change will not result in any tax levy change because it is supported with program dollars from the state.

Break at 10:05 a.m. Meeting reconvened at 10:14 a.m.

HR Director McGrath distributed a document summarizing proposed changes to the Employee Policy Handbook. McGrath explained that these are outlines of proposed changes and she was looking for the consent of the Committee before moving forward and drafting the revised policies. The Committee went through the suggestions one-by-one. Discussion ensued. The consensus of the Committee was that McGrath can go forward with drafting the policy language for the proposed changes and bring the draft policies back to the Committee for approval. McGrath will work with IT Director Kaup to determine the cost of two proposed policy changes that would affect set-up in Time Star and report back to the Committee.

McGrath gave an overview of the annual performance evaluation process. Chair Machon asked all Department Heads that report to this Committee to send him a summary of the results of their 2018 goals as well as their proposed 2019 goals as soon as possible. Those documents will then be distributed to Committee members before the December meeting when performance evaluations will be discussed. Some Committee members expressed frustration with the current performance evaluation forms. Machon noted he has asked McGrath to research updating the future performance evaluation process.

Agenda items for next meeting: Executive Committee Department Head Evaluations
Presentation on County fleet management
Report from County Board Vice Chair on department strategic planning
(standing agenda item)
Health insurance options (January meeting)
Wage plan discussion (February meeting)

The Chair declared the meeting adjourned at 11:12 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

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Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.