

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, November 1, 2016

TIME: 8:00 a.m.

PLACE: Room 114, Wood County Courthouse with videoconferencing from Cornerstone office,
4th Street, Marshfield

PRESENT: Hilde Henkel, Lance Pliml

VIA VIDEO CONFERENCE: Trent Miner, Al Breu, Michael Feirer, Ed Wagner, Donna Rozar

Joined for part or all of meeting: Adam Fischer, Jordon Bruce, Warren Kraft, Tom Buttke

OTHERS PRESENT (for part or all of meeting): Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amanda Handrahan, Amy Kaup, Sue Kunferman, Brandon Vruwink, Brent Vruwink, Lori Heideman, Bill Clendenning, Dennis Polach, Marion Hokamp, Joe Zurfluh, Doug Passineau, Jessica Vicente

The meeting was called to order by Chairman Miner.

Public Comment – No public comments

Reuben Van Tassel gave updates on the River Block and Courthouse remodel projects. Final paving has been completed on the Jackson Street parking lot west of River Block. Construction/design documents for the River Block project are nearly complete and bid documents will be posted 11/15/16.

Consent Agenda

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

Maintenance Manager Van Tassel reviewed his Maintenance Letter of Comments. Digging will begin shortly on the south side of the Courthouse for the new transformer foundation. The Courthouse generator has been serviced and load bank tested with no problems detected.

Risk Management Director Stelzer reviewed his Letter of Comments. Miner requested that employee names be redacted on work comp claims listed on the monthly report of claims.

IT Director Kaup reviewed her Letter of Comments, noting that the County backup system update was done. The new tax software will be going live this weekend along with RT Vision software at the Highway Department. Also, the fiber that runs from the Courthouse to the Annex will be disconnected from the building and terminated at the junction box, keeping the termination spot. This keeps fiber on that side of the street for possible future use.

Kaup discussed the upcoming move of County offices from Marshfield City Hall. Currently Marshfield shares a data connection with the Wood County. The current setup would no longer be an option once County offices leave City Hall and all equipment is removed from the roof of that building. The Committee directed Kaup to gather information regarding options and costs, and bring the information back to the Committee for further discussion.

Wellness Coordinator Joanis presented updates on the Wellness program. The new portal is up and running with 292 participants registered. A tour of the new portal will be presented to the Committee at

the December meeting. Biometric screening will begin this week. Ergonomic assessments continue with 22 being completed thus far.

Amanda Handrahan reported that an accepted offer was made to a candidate for the position of Wellness Coordinator. Sammi has agreed to stay on to train the new hire.

The Committee reviewed the Letter of Comments for the Treasurer.

A resolution to sell two tax deeded properties was presented.

Motion (Breu/Rozar) to approve the resolution to sell the tax deeded properties located in the City of Nekoosa and the City of Marshfield. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin stated that the 2017 budget is in balance. The budget was published in local newspapers on October 29th per state statute and the entire document will be available on the intranet for County Board members to review. A budget presentation/public hearing will take place prior to the November 15th County Board meeting at 8:30 a.m. This presentation will include the process of the budget going from one with a deficit to being balanced. Discussion was held regarding the resolutions that will be presented at County Board to approve the 2017 tax levy and the 2017 budget.

Martin presented an initial resolution for borrowing \$1,000,000 for 2017 capital outlay projects.

Motion (Wagner/Henkel) to approve the initial resolution for borrowing \$1,000,000 to fund 2017 capital outlay projects. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin presented a resolution to amend the 2016 budget for the River Block debt.

Motion (Rozar/Feirer) to approve the resolution to amend the 2016 River Block budget for debt and interest expenditures. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Department correspondence was discussed as outlined on the agenda. Chairman Miner congratulated Martin on receiving the GFOA Certificate for the 2015 CAFR.

Human Resources (HR)

Warren Kraft introduced the Human Resources Department staff including Paula Tracy, Human Resources Administrator; Angel Butler-Meddaugh, Recruiter; Kelli Quinnell, Administrative Assistant; and Jodi Pingel, Payroll and Benefits Coordinator.

Sue Kunferman brought forward a resolution to increase a vacant .70 FTE Public Health Nurse to .97 FTE.

Motion (Breu/Wagner) to approve the resolution to increase a vacant .70 FTE Public Health Nurse position to .97 FTE and forward to the County Board for consideration. Motion carried unanimously.

Brandon Vruwink provided a resolution to create a .97 Independent Living Coordinator position that would be fully funded through a contract with the State of Wisconsin Department of Children and Families. If funding is eliminated, the position will be eliminated.

Motion (Pliml/Feirer) to approve the resolution creating a .97 Independent Living Coordinator position and forward to the County Board for consideration. Motion carried unanimously.

Mr. Kraft provided the Committee with a memo regarding the layoff procedure as outlined in the Wood County Employee Policy Handbook. If the 2017 budget is approved, there will be anticipated reductions in the workforce. He has met with several department heads that anticipate layoffs. A discussion was had regarding whether positions are identified in the budget, if they are automatically eliminated, and whether further action by the Executive Committee is needed. Also discussed whether there was fiscal prudence to consider taking immediate action on identified positions. HR has reached out to the North Central Wisconsin Workforce Development Board for their assistance in outplacement services for those employees affected by the anticipated layoffs.

Brandon Vruwink advised the Committee he has one position identified as part of the budget process that will be eliminated. The Performance Management/Quality Improvement Coordinator duties will be absorbed by other support positions.

Motion (Wagner/Henkel) to proceed with the recommendation in accordance with the layoff procedure and expedite anticipated layoffs as appropriate. Motion carried unanimously.

The Executive Committee reviewed the consultant's memo regarding the 2016 reclassification requests. Mr. Kraft identified two matters to discuss: 1) to approve the recommendations from the consultant, and 2) for those positions approved, to increase the hourly rate to provide, at a minimum, a 2.5% increase. Chairman Miner questioned IT positions and the need for a market review. Mr. Kraft responded that Amy Kaup and he will review the positions again with the information they have gathered. Chairman Miner identified holding the Administrative Services 4 position for additional discussion.

Motion (Breu/Rozar) to approve the consultant's recommendations regarding the 2016 reclassification requests, with any pay adjustments being made the first full pay period in January. Motion carried unanimously.

Break at 9:05 a.m. Meeting reconvened at 9:15 a.m.

Amy Kaup, Mike Martin, Reuben Van Tassel, and Brent Vruwink all spoke in support of increasing the grade of the Administrative Services 4 position. Mr. Kraft and Committee members offered comments which were discussed.

Motion (Rozar/Pliml) to move the Administrative Services 4 position to Grade 5. Motion carried unanimously.

Joint meeting with Health and Human Services Committee

Joint meeting called to order at 9:45 a.m.

Chair Miner called for any public comments. There were none.

Jordan Bruce and Brandon Vruwink presented an update on the recruitment of a psychiatrist for Norwood Health Center.

Motion (Wagner/Clendening) to approve the concept presented for recruiting a psychiatrist for Norwood Health Center with the flexibility and negotiated incentives necessary to obtain a contract most beneficial to Wood County. Motion carried unanimously.

Motion (Buttke/Fischer) to adjourn the joint meeting of the Executive Committee and the Health and Human Services Committee at 10:18 a.m. Motion carried unanimously.

Executive Committee reconvened at 10:19 a.m.

Next EC meetings: Monday, December 5th, 8:00 a.m. with videoconferencing from Marshfield
(specific location TBD)
Thursday, November 17th, 10:00 a.m. in Pittsville (specific location TBD)

Motion (Henkel/Breu) to adjourn the Executive Committee meeting at 10:22 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Human Resources agenda items minutes taken and prepared by Paula Tracy. Minutes for Joint meeting taken and prepared by Donna Rozar. All other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.