

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, February 2, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Safety Training Room

PRESENT: Ed Wagner, Lance Pliml, Adam Fischer, Mike Feirer, Donna Rozar

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, Ed Newton, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Adam Fandre, Trent Miner, Heather Gehrt, Amy Kaup, Marissa Laher, Jason Demarco, Sue Kunferman, Brandon Vruwink, Jordon Bruce, Mary Schlagenhaft, Jo Timmerman

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

There were no public comments.

Deputy Finance Director Newton stated that on page 16 of the packet, the Finance vouchers showed a voucher paid to UW – Marshfield Wood County with a description of “reimbursement for CIP expenses”. That description is incorrect and it was the payment for the budgeted operational expenses.

Motion (Feirer/Fischer) to approve the consent agenda. Motion carried unanimously.

Wellness Coordinator Fandre provided a brief update of Wellness Program activities to the Committee. Brief discussion ensued.

Treasurer Gehrt presented a resolution to sell tax deeded property.

Motion (Rozar/Fischer) to approve the resolution to approve the sale of tax deeded property. Motion carried unanimously.

Gehrt stated that Wood County was up 4% in sales tax from 2019. 2020 sales tax was \$6.6 million and 2019 was \$6.3 million.

Wagner stated that he received a written resignation from Finance Director Thurber and he would like a motion to accept the resignation.

Motion (Rozar/Feirer) to accept the resignation of Finance Director Thurber. Motion carried unanimously.

Wagner stated that Deputy Finance Director Newton will serve as the interim Finance Director as he did in the past. Wagner stated that we have an existing relationship with CliftonLarsonAllen (CLA) if we need consulting on specific projects. Wagner asked HR Director McGrath if we would consider using a search firm for filling the Finance Director position. McGrath explained that there are currently a large number of job openings for high-level financial positions in the state, and specifically the central region. The consensus of the Committee was for McGrath to post the Finance Director position for recruitment immediately.

McGrath stated that the last time Newton took on the interim Finance Director role, he was provided with a 10% increase in pay to compensate for additional duties. McGrath asked the Committee if they would like to do the same again.

Motion (Pliml/Fischer) to increase Deputy Finance Director Newton's pay by 10% to compensate for additional duties. Motion carried unanimously.

Fischer asked if the increase would be effective immediately and McGrath explained that it would be effective 10 days following the resignation of the Finance Director per policy.

Rozar discussed the carryover of CIP funds for Edgewater Haven. Rozar stated that the Finance Department recommended that the carryover be done by resolution until there is a policy in place addressing carryover of CIP funds.

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

A resolution for the carryover of CIP funds for IT was presented.

Motion (Feirer/Pliml) to approve the resolution for the carryover of CIP funds for IT. Motion carried unanimously.

A resolution to amend the 2020 ATV and Snowmobile Program budgets was presented.

Motion (Rozar/Feirer) to approve the resolution to amend the 2020 ATV and Snowmobile Program budgets. Motion carried unanimously.

A resolution to amend the 2020 Coroner budget was presented.

Motion (Fischer/Rozar) to approve the resolution to amend the 2020 Coroner budget. Motion carried unanimously.

Human Resources Director McGrath directed the Committee to view the comments from Department Heads regarding the draft Staffing Procedure & Rubric beginning on page 27 of the packet. McGrath stated that there were three main thoughts that came out of the Department Head meeting:

- 1) It would be problematic to come to the Operations Committee with requests to fill positions, so it would be more appropriate to have the oversight committees have the authority.
- 2) It would be beneficial to Department Heads if the County Board had a philosophical discussion regarding services offered by the County and business practices.
- 3) The timing component could be an issue if authorization is needed from oversight committees that meet once per month and it is a vital/hard to recruit for role that needs to be filled.

McGrath stated that she updated the draft Staffing Procedure & Rubric to reflect the Department Head comments by changing the authority from the Operations Committee to the individual oversight committees and by adding in an option for Department Heads to seek approval from the chair of their oversight committee to recruit for a position that is vital/hard to fill before the oversight committee meets. Discussion ensued.

Motion (Rozar/Pliml) to approve the Staffing Procedure & Rubric as presented. Motion carried unanimously.

Items for next agenda: Finance Director Recruitment Update
Discussion of Comp Time Balances in Health Department

Wagner stated that he did not have any comments to add so the agenda item for Comments from the Chair was skipped.

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

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