

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, July 9, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** North Wood County Park – Shelter House  
Arpin, WI

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

**OTHERS PRESENT** (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

**Public Comment** – Supervisor Clendenning mentioned no one from Wood County attended the National Association of Counties (NACO) annual conference so “it is silly” to continue to pay to be a part of this organization.

### **Consent Agenda**

Pages 14, 20, 28, 33, 41, 43, 46, and 47 were pulled from the consent agenda for discussion.

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

Supervisor Winch asked for clarification regarding the Finance Director’s Detailed Income Statement.

Supervisor Fischer asked if the HR Generalist position does more than recruiting. Director McGrath confirmed that, “yes”, the position has additional responsibilities. Because of the number of positions open, there has been increased recruiting activity this month which is reflected in the comments.

Fischer asked for clarification regarding the Marshfield City Hall meeting Facilities Manager Van Tassel noted in his Letter of Comments. Van Tassel indicated the remodel deadline is 10/14/19. Van Tassel also indicated Norwood and Edgewater are beginning implementation of a Facility Software to replace their current software which is covered in the Information Technology’s budget.

Page 33 will be discussed as part of an agenda item.

Clendenning questioned charges as part of Finance’s Report of Claims for UW Marshfield Signage. Cummings indicated Wood County received full reimbursement for these amounts.

Supervisor Polach questioned HR Director’s Report of Claims regarding payout claims having redacted information. McGrath indicated she questioned this as well and was instructed that the Vendor Name column must be completed.

Winch questioned PEHP discontinuation as related to a payment. Clarification was made that PEHP was discontinued for new employees.

Winch asked for a break-down of the cleaning expenses which Van Tassel provided.

Clendenning asked for clarification regarding a charge labeled CH Security from Water Works and Lighting. Van Tassel indicated the charge is related to a meter fee and not related to CH Security.

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

Machon reported that the realtor indicated due to MLS (Multiple Listing Service) affiliation, there must be a price listed for the 12<sup>th</sup> Street property.

**Motion (Fischer/Rozar) to proceed with the recommendation from the Realtor to reduce the asking price to \$500,000 for the sale price of the 12<sup>th</sup> Street property. Motion carried unanimously.**

Van Tassel distributed an updated report from National Renewable Energy Laboratory (NREL) in correlation with the update on SolSmart. Van Tassel indicated the first Solar Committee meeting will be Friday 7/12/19.

Rozar reported received nine responses were received from County Board members to the recent County Strategic Plan survey. The responses were surprisingly consistent eliminating the need for another survey to prioritize the responses. The next step will be to have Department Head input.

Treasurer Gehrt stated she recently met with the fiscal staff at the Marshfield City Hall area and is disappointed with the area offered due to its lack of security. She is considering options in collecting taxes in Marshfield.

Gehrt presented a resolution to accept offer of sale of tax deed property.

**Motion (Rozar/Clendenning) to accept the resolution to accept offer of sale of tax deed property. Motion carried unanimously.**

Cummings introduced Ed Newton, the new Deputy Finance Director

Rock Larson presented a resolution to amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance.

**Motion (Fischer/Clendenning) to accept the resolution to amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance. Motion carried unanimously.**

Cummings presented a resolution for out-of-state training and travel for the Finance Director and the Deputy Finance Director. Machon questioned the source of the money, stating clarification should be included that the money is from the Finance Departmental budget, specifically.

**Motion (Clendenning/Curry) to accept the resolution for out-of-state training and travel for the Finance Director and the Deputy Finance Director. Motion carried unanimously.**

Cummings provided the Debt Calendar to the Committee.

Machon distributed to the Committee a draft of his proposed budget parameter letter. Discussion ensued.

**Motion (Fischer/Curry) to update the parameters letter as indicated. Motion carried unanimously.**

Director Cummings indicated the 2020 Budget item will stay on the agenda till the budget is finalized. New budget software will be available to Department Heads on July 19th so the deadline will be extended until August 19th.

Wellness Board Chair Kunferman presented the Committee with a Wellness Program Policy that encompassed all previously approved policies as well as a new appeal process. Kunferman stated there was one additional revision to the policy to add that "employees who miss deadlines and are deemed ineligible for the premium incentive will still be allowed to earn the quarterly cash incentives". Kunferman clarified that the appeal included in the policy is for missed deadlines. Supervisor Fischer stated he has not been shown a clear return on investment with the Wellness Program. Discussion ensued at length.

**Motion (Fischer/Clendenning) to disband the Wellness Board effective immediately, have the Wellness Coordinator report directly to the Executive Committee, and have Human Resources investigate other alternatives to conducting a Wellness Program with a fiscally prudent mindset. Motion carried. Voting no: Curry, Rozar, Machon.**

Supervisors questioned if there should be a vote on the policy brought forward by the former Wellness Board. Supervisory Curry inquired if there would be any adverse action if the policy is not passed today and the consensus was that there would not be.

**Motion (Clendenning/Rozar) to approve the Wellness Program Policy brought forward by the former Wellness Board. Motion (Fischer/Polach) to table the policy for two months to allow Human Resources to complete their investigation into options for the Wellness Program. Motion to table carried. Voting no: Curry (didn't feel like he had enough information)**

Break at 9:13 a.m. Reconvene at 9:23 a.m.

Chair Machon thanked the former Wellness Board members for their work over the years.

Human Resources (HR) Director McGrath presented a summary of the responses gathered from a survey that was distributed to all County employees regarding their preferences for the County Health Insurance Plan.

McGrath introduced Tim Deaton of the Horton Group. Mr. Deaton presented the Committee with renewal projections for 2020 as well as some plan options that would align with the results of the employee survey. Discussion ensued.

**Motion (Rozar/Clendenning) to add the alternative embedded High Deductible Health Plan (HDHP) into the County Health Insurance Plan options. Motion carried. Voting no: Fischer**

McGrath presented a summary of the proposals received to the Committee regarding the RFP for the Classification and Compensation Study. McGrath explained there were six proposals received out of sixteen RFPs distributed. McGrath stated three of the proposals came in under \$100,000 and three of the proposals came in over \$100,000. Discussion ensued.

**Motion (Clendenning/Fischer) to have the three firms that submitted proposals under \$100,000 meet with the Committee on a date to be determined by McGrath. Motion carried unanimously.**

Fischer asked Machon to explain the meeting listed in item 1 on the Administrative Coordinator's Report. Machon explained that the meeting was a very general conversation with the Finance Director and Financial Advisor in which they discussed different options to get to a level debt service each year.

Furthermore, Fischer requested additional information on item 3 of the same report. Machon explained that Terry Whitmore, a board member of REGI, contacted him and asked if they could meet to discuss what REGI does.

Rozar stated that Bob Moore, Investment Advisor, used to come to Executive Committee meetings and present about County investments. Rozar stated that she believed this was very beneficial and informational to the understanding of the County's investments. The Committee directed Treasurer Gehrt to invite Bob Moore to a future Committee meeting.

Agenda items for next meeting: Funding for Jail Study  
Consider agenda items for next meeting (will add this as an agenda item)

The next regularly scheduled Committee meeting is Tuesday, August 6, 2019 at Edgewater Haven.

The Chair declared the meeting adjourned at 10:24 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
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.