

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 2, 2017

TIME: 9:00 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Bill Clendenning, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

EXCUSED: Michael Feirer

OTHERS PRESENT (for part or all of meeting): Brandon Vruwink, Sue Kunferman, Adam Fandre, Dennis Polach, John Peckham, Jordon Bruce, Terry Stelzer, Warren Kraft, Mike Martin, Marla Cummings, Heather Gehrt, Jodi Pingel, Reuben Van Tassel, Amy Kaup, Paula Tracy, Joe Zurfluh, Brent Vruwink, Mary Schlagenhaft, Susan Feith, Barbara Bell (Wipfli)—by phone

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

Public Comment – No public comments.

Consent Agenda

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

Wagner reviewed a letter from the Central Wisconsin Economic Development (CWED) Board informing CWED members that local and regional committees would be eliminated, although the Board will continue taking action on all loan requests. Discussion took place.

Motion (Clendenning/Breu) to support dissolving the local CWED Loan Committee. Motion carried unanimously.

Wagner began with citing options for the payroll function. He is working with Human Resources (HR) and Finance to determine the best home for payroll. He has been in contact with Wipfli and invited Barbara Bell from Wipfli (who joined the meeting by phone) to make a presentation regarding Dynamics GP Professional Services. Ms. Bell identified three options: 1) continue the payroll function in HR, 2) utilize Dynamics software, or 3) outsource payroll processing to a vendor. (Wipfli does provide these services.) In addition, she proposed costs to include licensing, modules needed, and software to process and run payroll reports should the County go over to Dynamics. She also provided the costs of HR implementation. Wagner wants a seamless, errorless process. His solution was to look at all one system, but realizes it involves the IT Department. He would like to bring a list of options to the Committee and discuss the issue in about a month. The discussion included the need for an additional FTE. Warren Kraft added the payroll function is only 1/3 of the Payroll and Benefits Coordinator's job. HR would retitle that position and keep its one FTE. The Employee Self-Service module is scheduled to be launched through HRMS at year's end. Wagner thanked Ms. Bell and indicated we would be in touch at a later date.

Maintenance Manager Van Tassel reviewed the Maintenance Department's Monthly Letter of Comments and provided a River Block update. Miron has turned the building over to Wood County and are no longer on site. Security, elevators, employee lounge, and white noise were are topics that were briefly discussed. Sue Kunferman stated that Health Department staff in offices can hear every word from the next office. Aspirus has white noise machines and more information is being gathered on that option. The EC Sub-Committee's role, now that its mission is coming to a close was discussed. Wagner stated that late summer there may be more that should be done so the Sub-Committee's role will be discussed at that time.

Brandon Vruwink added that Human Services has developed a timeline, and they would be moving over a six week period of time. Technology needs/discussions have taken place with IT. As far as the Centralia lease, the

Corporation Counsel has prepared a "Notice to Vacate", which was delivered to the WR Mayor's office a couple of weeks ago. That correspondence has not as yet been acknowledged by the Mayor's office.

Parking - Sue Feith indicated an agreement was sent yesterday. Rozar questioned that approval of the contract was not on the agenda. Parking is a continual discussion. The Sub-Committee will meet before the County Board meeting at 8:30 a.m. Bill Clendenning will call the meeting and have a resolution for the Executive Committee. Reuben Van Tassel also shared that the remodeling of the Shared Dispatch is proceeding, with a lot more work to do. IT staff is slowly moving into their second temporary space throughout the Courthouse.

Risk Management Director Stelzer reviewed the Safety and Risk Management Letter of Comments, noting there were a couple of loss time injuries. He plans on attending the upcoming Sub-Committee meeting regarding the possible leasing of the additional parking lot for the River Block location.

IT Director Kaup reported that the data and phone networks are going extremely well. IT is working with Human Services and moving IT furniture into the River Block building. The Data Center room is going well; is secure, air tight, and well-designed. The next steps will be the rewiring. Moving away from manual time cards, IT has been training HR with the Time Star electronic time card and time tracking system which should be live by the end of August.

Wellness Coordinator Fandre stated approximately 80 employees participated in follow-up coaching following the Biometric screening. Working with the Wellness Board to come up with a way to incentivize employees walking farther at the River Block building from parking, a discussion will occur to think of something creative that can be done. Reuben Van Tassel shared that the Wellness office is displaced and is temporarily located on the third floor of the River Block building in unassigned space.

Treasurer Gehrt discussed her Letter of Comments. The resolution included in the meeting packet will be pulled for now. She noted there are 23 homes for the County to "take back".

Finance Director Martin explained that the annual Cost Allocation Plan has been completed by Sequoia Consulting Group for the last 12 years. There has been a verbal agreement with Sequoia since the beginning and now they are proposing a written contract for 2017. The request is to give the Finance Director the authority to sign the contract.

Motion (Rozar/Breu) to give the Finance Director permission to sign the contract with Sequoia Consulting Group for preparation of Wood County's annual cost allocation plan. Motion carried unanimously.

Finance Department correspondence was discussed as outlined on the agenda. The auditors started yesterday.

Human Resources (HR)

HR Director Kraft discussed the health fund update and provided the Committee with a handout reflecting current and projected claims. The Horton Group will make a presentation next month, including options for 2018.

Kraft discussed the vision insurance. Since 2015, as part of its voluntary benefits package for employees, Wood County offers a stand-alone vision policy. The Executive Committee approved the separate policy, but with an employer share of the premium. During an audit of accounts, the Payroll and Benefits Coordinator discovered that the employer share was not being charged back to departments, but funded exclusively by an HR budget line item. The charge back is now in place, recognizing the departments had not been able to budget this expense for 2017. The question was raised: Should Wood County help fund this voluntary benefit when it does not fund other voluntary, non-health insurance benefits? Chairman Wagner suggested further discussion at budget time.

Mr. Kraft provided an update on the Finance Director job description. He added that it was appropriate to reference the Government Finance Officer Association Code of Professional Ethics and take out the last bullet. Talking about civility in the workplace, Ms. Rozar added it would be appropriate to include in the Employee

Policy Handbook revision. Executive Committee had originally approved HR to begin recruitment July 1st. Upon further discussion, additional overlap is believed to be beneficial.

Motion (Clendenning/Rozar) to begin recruitment for the Finance Director position in June, with a two month overlap. Motion carried unanimously.

Discussion regarding the request for proposals (RFP) for a market review of the County's pay plan took place. The Committee wants to ensure that the pay grid accurately reflects what the County pays its employees. Mr. Kraft added there is concern that if the pay grid is far off, it will impact the budget.

Motion (Rozar/Breu) to proceed with the RFP for a market review of the County pay plan. Motion carried unanimously.

The Committee reviewed Mr. Kraft's memo regarding red-circled employees. The number of red-circled employees has decreased; however, it will still take a number of years for the pay plan to catch up. Bottom line is, there may be an elevation of the pay plan as a result of the market review. The consensus of the Committee was to take no action until the market review is complete.

Agenda items for next meeting: Discussion of the Sub-Committee's special meeting minutes relating to the River Block parking recommendation as well as discussion regarding selling County properties, additional space needs.

Upcoming Executive Committee meetings will be scheduled for Monday, June 5, 2017 at 8:30 a.m., and Wednesday, July 5, 2017 at 1:00 p.m.

Motion (Clendenning/Rozar) to adjourn the Executive Committee meeting at 11:20 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

Agenda items minutes taken and prepared by Paula Tracy and reviewed by the Executive Committee Secretary.