

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, July 11, 2017

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

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

OTHERS PRESENT (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Cheryl Krohn, Terry Stelzer, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Brent Vruwink, Dennis Polach, Bill Winch, Warren Kraft, Rock Larson, Brian Della (PFM), Tim Deaton (The Horton Group)

The meeting was called to order by Chairman Wagner.

Public Comment – No public comments

Consent Agenda

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

Kraft requested that the Finance Director portion of the HR Letter of Comments be pulled from the consent agenda for discussion. Furthermore, he stated that a timeline for interviews of applicants for the Finance Director position needed to be established. Wagner indicated the entire Executive Committee would be invited to sit in on interviews; however, a representative from HR would be doing the questioning. Committee members may submit questions in writing they would like asked of the candidates. Wagner will meet with Kraft and Rozar after the meeting for further discussion.

Maintenance Manager Van Tassel reviewed his Letter of Comments.

Van Tassel gave an update on the Courthouse and River Block construction projects. The River Block project continues to remain under budget with final work being done. Stelzer inquired about an AED at the River Block building. Kunferman stated that there is one located in the Health Department on third floor. Information will be disseminated in the building about its availability.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments. He informed the Committee that he is recommending the worker's compensation rates for departments in 2018 be lowered by 2 percent. Stelzer is also working on an evacuation plan for the River Block building.

IT Director Kaup reported that the TimeStar payroll testing is going well.

Kaup requested education reimbursement for her spring 2017 semester in the amount of \$3,081.48. Clendenning voiced his opposition of approving the reimbursement, citing that both the Judicial and Legislative as well as the Health and Human Services Committees denied education reimbursement requests for employees. He stated there is nothing in the employee handbook that authorizes education reimbursement for a department head. The education reimbursement policy is meant to help employees advance in their department and a department head has no position to advance to. Clendenning asked to see where the written policy is that would authorize department head education reimbursement. HR Director Kraft stated he would meet with Clendenning in the hall after the meeting to explain it. Clendenning declined his offer.

Motion (Rozar/Breu) to approve an education reimbursement to Amy Kaup in the amount of \$3,081.48. Breu: yes; Clendenning: no (for reason stated above); Feirer: yes; Henkel: yes; Pliml: yes; Rozar: yes; Wagner: yes. Motion carried.

Wellness Coordinator Fandre presented his update. He continues working on getting the portal ready for implementation of the premium discount program and hopes to get information out to employees within the next two weeks. Rozar commented she recently attended a conference in Philadelphia where the topic of health insurance premiums was discussed. She stated some organizations are refusing to hire smokers due to the impact on insurance costs and are terminated if they do not pass the test detecting tobacco products. Clendenning stated he believes no one is working on trying to get health insurance costs down.

Deputy Treasurer Krohn reviewed the Department's Letter of Comments.

Krohn presented a resolution to cancel stale dated checks totaling \$931.10 as recommended by the auditors.

Motion (Clendenning/Feirer) to approve the resolution to cancel stale dated checks totaling \$931.10 as recommended by the auditors. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented a resolution to amend the 2017 budget for Veterans Relief by transferring \$4,000 from the fund balance account.

Motion (Pliml/Henkel) to approve the resolution to amend the 2017 budget for Veterans Relief by transferring \$4,000 from the fund balance account. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin introduced Brian Della with PFM, an advisor on borrowing and structuring debt. Della presented information on proposed capital planning for Wood County and how the County could reach a "steady state" of borrowing. Chairman Wagner emphasized the need for a borrowing plan. The Executive Committee needs to determine how much, if any, money should be borrowed so that Committee members can guide the departments they oversee in developing 5-year capital improvement plans.

Chairman Wagner presented the Capital Improvements Borrowing Plan for 2018. The focus was on setting a borrowing/levy limit for capital improvements. Wagner stated that the County has been very conservative with borrowing in the past and although we are hesitant to raise taxes, providing services to the taxpayers costs money. Clendenning believes that more borrowing should be done through a referendum. Opposition to a referendum for borrowing was voiced by several Committee members.

Motion (Pliml/Breu) to approve \$5.25 million in borrowing for 2018. Breu: yes; Clendenning: no (for reason stated above); Feirer: yes; Henkel: yes; Pliml: yes; Rozar: yes; Wagner: yes. Motion carried.

Martin presented a resolution for borrowing in the amount of \$2,500,000 to fund highway improvement projects.

Motion (Breu/Rozar) to approve the resolution for borrowing in the amount of \$2,500,000 to fund highway improvement projects. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin presented a second resolution for borrowing in the amount of \$2,750,000 for the purpose of refinancing \$1,750,000 of State Trust Fund loans borrowed in 2017 for capital improvements and \$1,000,000 for 2018 capital improvement projects.

Motion (Henkel/Breu) to approve the resolution for borrowing in the amount of \$2,750,000 to refinance \$1,750,000 of State Trust Fund loans and fund \$1,000,000 in capital improvement projects for 2018. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding the 2018 budget. Chairman Wagner announced that a 2 percent cost of living increase will be used on the wage scale for budgeting purposes.

A meeting of the Executive Committee to review all departments' budgets was set for September 21, 2017 at 10:00 a.m. in the Courthouse.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 9:57 a.m. Meeting reconvened at 10:05 a.m.

Human Resources (HR)

Mr. Kraft provided an update regarding relocating the payroll function. IT is taking the lead, especially as it relates to software. A team went to the City of Marshfield for a demo on the Dynamics payroll system. Reviewing payroll processes will be ongoing and regular updates will be provided to the Committee.

Mr. Kraft reported that he received the request for proposals from two consulting firms for the market review of the County's pay plan. Although the quotes came in high, it was not unexpected. He suggested the Committee study the proposals and discuss them at the August meeting. Funding is an issue as this possibility was not budgeted for this year.

During the TimeStar parallel timekeeping testing, it was discovered that comp time was not recorded properly as had been adopted by the County Board. Mr. Kraft shared the email he forwarded to department heads for the Committee's information.

Tim Deaton from The Horton Group reviewed 2018 projections to the health insurance plan. He also discussed the impact of high cost claims to the stop loss insurance premium, and will seek alternatives that may reduce the anticipated increase to the stop loss policy. For budgeting purposes, it was the consensus of the Committee to use a 10% increase for 2018.

Mr. Deaton reviewed 2017 plan changes and presented potential 2018 plan changes for the Committee to review.

Motion (Rozar/Clendenning) to increase the office visit copay to \$25.00, increase the specialist office visit copay to \$50.00, and the Emergency Room visit copay to \$250.00.

Discussion ensued.

Motion (Henkel/Breu) to amend the motion to change the Emergency Room visit copay to \$200.00. Motion carried with Clendenning voting no.

With these changes, Mike Martin inquired how to implement the plan design savings. The Committee wants to see the savings put towards replenishing the health insurance reserves.

Mr. Kraft reminded the Committee as it moves through the budget process of last month's reference based pricing, or in other words, auditing inpatient and outpatient invoices for valid billing/procedure codes and excessive charges that were discussed. This procedure could be another option to help reduce the projected increase in 2018 claims costs to the County.

Next month's Executive Committee meeting is scheduled for Tuesday, August 1, 2017 at 8:30 a.m. in room 114.

Motion (Rozar/Henkel) to adjourn the Executive Committee meeting at 10:50 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.