

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, January 2, 2018

**TIME:** 8:30 a.m.

**PLACE:** Room 114, Wood County Courthouse

**PRESENT:** All Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar

**EXCUSED:** Ed Wagner

**OTHERS PRESENT** (for part or all of meeting): Marla Cummings, Lacey Bell, PaNyaia Yang, Brenda Nelson, Reuben Van Tassel, Cindy Cepress, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Brandon Vruwink, Cindy Robinson, Steve Kreuser, Kim McGrath, Warren Kraft, Dennis Polach

The meeting was called to order by County Board Chairman Pliml.

**Public Comment** – No public comments

### **Consent Agenda**

**Motion (Rozar/Feirer) to approve the consent agenda minus the December 5, 2017 Executive Committee (EC) meeting minutes, the November 14, 2017 Ad Hoc Property Committee minutes, and the Maintenance/Purchasing vouchers. Motion carried unanimously.**

Clendenning requested that the minutes from the December 5, 2017 EC meeting and the November 14, 2017 Ad Hoc Property Committee meeting as well as the Maintenance/Purchasing vouchers be pulled for further discussion. An update regarding the homeless shelter in Marshfield was requested. Rozar stated that Wood County is not involved and more specifically Wood County Human Services has no involvement other than providing their usual services. Clarification regarding the UW Marshfield/Wood County communications tower was requested, specifically regarding the payment for \$5,000/2 years to hold the property for possible construction. Rozar stated discussions are ongoing regarding who the money will be paid to, the UW Commission, or ½ to the City and ½ to the County. Clendenning requested an update on the preparation of the 12<sup>th</sup> Street building so it can be listed for sale. Van Tassel stated Emergency Management is working on it as time permits. Questions were answered regarding electricity charges for the Courthouse versus River Block as well as charges from the different vendors that clean the Courthouse and River Block.

**Motion (Rozar/Clendenning) to approve the December 5, 2017 EC meeting minutes, November 14, 2017 Ad Hoc Property Committee minutes, and Maintenance/Purchasing vouchers. Motion carried unanimously.**

Discussion was held regarding the resolution for a communications tower on the UW Marshfield/Wood County campus. Rozar stated negotiations are ongoing. The contract regarding the \$5,000/2 years payment will be a separate document from the lease agreement. The money may go to the Commission and could be used for campus operational costs, or it could be split between the City of Marshfield and Wood County.

County Clerk Cepress reviewed her Letter of Comments with the Committee. The deadline for filing nomination papers for County Board positions is today at 5:00 p.m.

Cepress presented a resolution to amend the 2017 budget for County Board for the purpose of funding higher than anticipated expenditures.

**Motion (Clendenning/Feirer) to approve the resolution to amend the 2017 budget for County Board for the purpose of funding higher than anticipated expenditures. The resolution will be forwarded to County Board for consideration. Motion carried unanimously.**

Discussion was held on the County Clerk's request to transfer \$3,500 from the Information and Communications budget function to the County Clerk budget function due to a vacation payout to the Deputy County Clerk who retired in 2017.

**Motion (Rozar/Breu) to approve the transfer of \$3,500 from the Information and Communications budget function to the County Clerk budget function. Motion carried unanimously.**

Maintenance Manager Van Tassel reviewed his Letter of Comments. He reported that the sale of the two CBRFs in Marshfield was finalized last week and the County will be receiving the sale proceeds today.

Risk Management Director Stelzer is still out on medical leave. Chairman Pliml provided an update on some key issues currently being handled by that Department.

IT Director Kaup discussed her Letter of Comments, stating that the top priority of the IT Department at this time is security awareness. Supervisor Henkel inquired as to when the sanitary permit system for Planning and Zoning would be complete as it has been an ongoing project for a number of years.

Wellness Coordinator Fandre reported the 2018 Wellness Program is underway with biometric screenings being scheduled. Clendenning asked for clarification regarding two parts of the Wellness Board November 7<sup>th</sup> minutes. Clarification was given regarding the policy/process for dealing with rude or uncooperative employees and the concerns regarding smoking outside the River Block building.

Treasurer Gehrt discussed her Letter of Comments with the Committee.

Gehrt presented a resolution to accept the transfer of tax deeded property to an adjacent landowner in the City of Marshfield along with a resolution to accept the transfer of five (5) tax deeded properties to the School District of Nekoosa.

**Motion (Feirer/Rozar) to approve the resolutions to accept the transfer of tax deeded property to an adjacent landowner in the City of Marshfield and the transfer of five (5) tax deeded properties to the School District of Nekoosa. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

Finance Director Cummings reviewed her Letter of Comments. Payroll Administrator PaNya Yang was introduced. Cummings stated that implementation of the new payroll software is at a standstill as Finance has not received all the information needed from IT and Human Resources. The data needs to be cleaned up and errors corrected before it can be imported into the Dynamics software system. Chairman Pliml stated he will facilitate a meeting with Finance, IT, and Human Resources to make the payroll system implementation a priority with those Departments. Cummings stated she offered to take over payroll earlier but HR Director Kraft declined that offer. Pliml will facilitate discussion regarding the possibility of moving payroll to Finance sooner than originally planned. Kraft did state that the confidentiality agreement he requested from Wipfli is in place. Cummings informed the Committee that Deputy Finance Director Bell has been working on issues with the payroll withholding accounts and has been able to pinpoint problems so; hopefully, the ongoing issues with those accounts can be resolved.

Finance Department correspondence was discussed as outlined on the agenda.

### **Human Resources (HR)**

HR Director Kraft answered questions relating to the Department's Letter of Comments regarding the payroll transition to Finance and the review of the Humane Officers work hours. Discussion was held regarding the EC Chairman's involvement in a review of the draft report of market review for the Wood County Compensation Plan versus the Committee as a whole.

The Committee acknowledged Kraft's submitted letter of resignation which included a 2 weeks' notice. Kraft extended his last day of employment with Wood County until January 19, 2018 to provide 30 days' notice.

**Motion (Clendenning/Breu) to appoint Kim McGrath as Acting Human Resources Director with a temporary salary increase of 10%. Motion carried unanimously.**

The realignment of the HR department was discussed at length. Rozar believes this is the time for Wood County to discuss the possibility of hiring a County Administrator with the possibility of eliminating the position of HR Director and having a Deputy HR Director function under the supervision of a County Administrator. Although that is certainly a future possibility, Pliml is more concerned with getting HR to the point of functioning with the employees they have. Henkel reminded the Committee that twice in the past, Ad Hoc Committees were formed to look into the possibility of an Administrator and recommendations were presented to the County Board from those Committees. Pliml proposed having an all-day meeting off-site with the entire County Board to begin discussions regarding hiring a County Administrator. Furthermore, Pliml stated he wished he had seen the memo Kraft sent out to departments regarding no longer assisting with recruitment due to the elimination of the Recruiter position as he believes it does not make sense to put the burden of handling what are essentially HR functions on to the individual departments. Additional discussion will be had regarding recruitment functions.

Educational Reimbursement was discussed. The difference between continuing education (education needed to continue doing an effective job in your current position) versus educational reimbursement (pursuing a degree to prepare for advancement to a different position) was discussed. There was also a review of current policies in place in other counties. Answers were given to questions regarding what requirements should be made to qualify an employee for reimbursement, possible cap on the dollar amount allowed, and requirements regarding continued employment by Wood County after the reimbursement is allocated. Kraft will draft a policy to include points discussed including pre-approval by department head and oversight committee, County-wide availability, 50% reimbursement up to \$1,500 per semester, and an agreement by the employee to continue employment with the County for 36 months following any reimbursement or repay of the reimbursement amount in full.

With regard to the grievance from the Wood County Deputy Sheriffs' Association, Kraft reported that Sheriff Reichert rescinded the portion dealing with deputy call-in when subpoenaed for court, but left in place the direction that if a deputy calls in and is told the case is still scheduled but the case ends up not going to court, the deputy will be assigned to court security unless the deputy chooses to opt out.

**Motion (Breu/Feirer) to sustain the grievance from the Wood County Deputy Sheriffs' Association. Motion carried unanimously.**

Agenda item for next meeting: Market Review for Wood County Compensation Plan

**Motion (Rozar/Henkel) to adjourn the Executive Committee meeting at 11:00 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*  
Secretary

Minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.  
Minutes in draft from until approved at the next EC meeting.