

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, June 6, 2017
TIME: 8:30 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Michael Feirer, Lance Pliml, Donna Rozar, Ed Wagner
VIA TELEPHONE: Hilde Henkel
EXCUSED: Bill Clendenning
OTHERS PRESENT (for part of all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Cheryl Krohn, Terry Stelzer, Shane Wucherpennig, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Brent Vruwink, Dennis Polach, Bill Winch, Warren Kraft, Doug Passineau, John, Peckham, Lisa Keller, Paula Tracy, Jodi Pingel, Tim Deaton from The Horton Group.

The meeting was called to order by Chairman Wagner.

Public Comment – No public comments

Consent Agenda

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

Discussion was held regarding eliminating the CWED Loan Review Board. The Board rarely meets and is advisory only.

Motion (Breu/Henkel) to support eliminating the CWED Loan Review Board. Motion carried unanimously.

Maintenance Manager Van Tassel reviewed his Letter of Comments.

Van Tassel gave an update on the Courthouse and River Block construction projects. The Dispatch Center is on schedule for move-in the last week of June. The Data Center is close to operational at this time. Demolition for the new IT Department offices on second floor is underway. Several departments have moved into the River Block building and Human Services is moving their employees in. The River Block project budget looks good as the work is winding to a close. Wagner questioned if there are any other departments that Maintenance will be remodeling yet this year. Van Tassel stated that once the new Data Center is complete and the old Data Center is no longer needed, work on the Veterans office can be completed. He would also like to continue work on the new transformer project.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments. He is working with IT on storage of his legal files.

IT Director Kaup informed that the IT department is now in the space vacated by Human Services-Fiscal on the second floor of the Courthouse. This will be their last temporary move before they move into their permanent location on second floor. Kaup stated that the Human Services moves to River Block are going smoothly. Work continues on the TimeStar timekeeping system. Training for the departments is underway and IT is working with the 24/7 departments in regards to the Time Simplicity scheduling module.

Wellness Coordinator Fandre presented his update. He continues to do follow-up health coaching and research regarding why some employees choose not to participate in the Wellness program.

Sue Kunferman, on behalf of the Wellness Board, presented a proposal regarding cash and insurance premium incentive options for the Wellness program. Currently, the County covers 90% of health insurance premiums for employees, with employees being responsible for the remaining 10%. Under this proposal, the standard employee contribution to the health insurance premium would be changed to 20% for full-time employees. In order for employees to continue receiving 90% of their premium covered by the County, they would be required to participate in the Wellness program. If the employee chooses not to participate, the premium cost would be covered 80% by the County and 20% by the employee. Part-time employees would receive a 10% reduction in base premium for their participation. Qualification for the premium incentive would require employee participation in the health risk assessment (HRA), biometric screening, and one health coaching session. The yearly cash incentive of \$475 will be continued (with a change to make the program based on a calendar year as opposed to the current October-September year). Implementation of this proposal will be in 2018. Brandon Vruwink expressed concerns that the benefits package would be less attractive in recruiting new employees. Jordan Bruce stated that new employees would automatically come in at the 90/10 premium split but would be required to meet the requirements when made available in order to stay at that contribution level.

Motion (Breu/Feirer) to adopt the proposed Wellness Incentives with Insurance Premium Incentive for 2018 as presented. Motion carried unanimously.

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

Krohn presented a resolution to accept and sign-off on a quit claim deed for a 1.27 acre parcel located in the Town of Saratoga from a private individual.

Motion (Rozar/Breu) to approve the resolution to accept and sign-off on a quit claim deed of a 1.27 acre parcel in the Town of Saratoga. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Pliml joined the meeting at 9:20 a.m.

Finance Director Martin stated that the 2016 audit is complete and that the audit went well. He wished to thank the department accountants and Deputy Finance Director Marla Cummings for their hard work in making the audit process run smoothly.

Discussion was held regarding ongoing issues with the Wisconsin Retirement System (WRS) account payments and reconciliations. Issues included a missed payment of approximately \$137,000 in March of 2016 which was not corrected until January 2017. There were also variances between withholdings and payments in every month of 2016 and continuing into 2017 with a \$31,000 credit for overpayment to the ETF with no distribution of overpayment to the departments or employees. Some employees have reported errors in their annual ETF statements for 2016 which show incorrect wages. Martin stressed the importance of getting the variance issues resolved and that it should be in the hands of Wood County to reconcile the account and not rely solely on the annual ETF reconciliation. Kraft indicated he has been working with the IT Department to resolve these issues but stated there will always be variances due to rounding issues. Kraft stated that WRS is moving toward monthly reconciliations of accounts. Wagner reported that discussions continue on whether or not new payroll software should be implemented. He has also asked IT and HR to move "with all due dispatch" to get these issues resolved.

The 2018-2022 5-year Capital Improvement Plan (CIP) summaries by department and funding source have been presented to all Committee members. Martin stated there is just over \$3 million in tax levy requested for 2018, which is considerable more than is affordable. To put this in perspective, in 2017 only \$225,000 was funded by levy. Wagner will be scheduling one or two special meetings to focus on the CIP to prioritize projects as well as a discussion of debt to determine the maximum amount of money borrowed each year. He requested Finance provide each Committee member with hardcopy sets of the CIP documentation/requests.

Chairman Wagner requested that the resolutions for borrowing for 2018 projects be tabled and brought back for consideration at the July Executive Committee meeting.

Shane Wucherpennig presented a resolution to amend the 2017 Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies received.

Motion (Rozar/Henkel) to approve the resolution to amend the 2017 Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies received. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Department correspondence was discussed as outlined on the agenda.

Henkel left the meeting at 9:30 a.m.

Human Resources (HR)

Warren Kraft stated that recruitment for the Finance Director position is underway. The job posting was posted on the County website, professional HR networks, and Kraft's LinkedIn account. Finance Director Martin has posted the job with the Government Finance Officers Association. Supervisors Rozar and Wagner will serve as the Executive Committee representatives for the initial review of the employment applications.

Mr. Kraft reviewed the components of the Grade Review process. The window of opportunity for employees to request a review of their position opens June 1st for submission to their supervisors by July 1st. After review and support, the documents are forwarded to Human Resources by July 31st to send on to the consultant for review. Departments are responsible for the \$250 per review. By the September Committee meeting, the recommendations are reviewed and discussed. This year; however, the Committee is seeking a full market review of the Pay Plan, which may or may not impact the appeals that would be submitted. The consensus of the Committee is to proceed with the Grade Review process and that HR will hold sending them to the consultant until the market review is received and studied. Kraft will communicate this to the Department Heads.

Mr. Kraft introduced Tim Deaton from The Horton Group. Mr. Deaton provided a handout and discussed the health fund update, as well as trend analysis of the current plan year. The per employee per year pre-renewal projection is 15%. Mr. Deaton discussed stop loss. It was the consensus of the Committee to request The Horton Group to shop for a better rate for stop loss insurance.

After reviewing plan change options, reviewing large claims analysis, and incorporating the proposed incremental changes, the Committee expressed the belief that all employees need to be educated in the utilization of health care services.

Break: 10:05 a.m.

Reconvene: 10:10 a.m.

Mr. Deaton brought forward an innovative idea relating to reference based pricing, or in other words, auditing inpatient and outpatient invoices for valid billing/procedure codes and excessive charges. A critical part of this program is to educate members on what to look for on statements. This idea will be discussed further next month.

The Committee complemented Mr. Deaton on his presentation and the format of the report, and suggested plan change options for 2018.

Agenda items for next meeting: Resolution regarding installation of a communications tower on the UW Marshfield/Wood County campus.

Next month's Executive Committee meeting will be scheduled for Tuesday, July 11, 2017 at 8:30 a.m.

The Chair adjourned the Executive Committee meeting at 10:50 a.m.

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.