

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, July 10, 2018  
**TIME:** 2:00 p.m.  
**PLACE:** Marshfield Community Center  
**PRESENT:** Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach

**OTHERS PRESENT** (for part or all of the meeting): Kim McGrath, Kelli Quinnell, Nicole Gessert, Reuben Van Tassel, Shane Wucherpennig, Heather Gehrt, Travis Gaetz, Lacey Bell, Jordon Bruce, Jo Timmerman, Cynthia Robinson, Roland Hawk, Amy Kaup

**EXCUSED:** None.

Chair Machon called the meeting to order.

**Public Comment** – IT Director Amy Kaup made the Committee aware of an IT security event regarding a compromised server. IT continues to work with MS-ISAC, a federal resource available to local governments for IT security response. Jordon Bruce, Norwood Administrator, introduced Travis Gaetz, the new Human Services Deputy Director. Deputy Director Gaetz began his employment on July 2<sup>nd</sup>. Reuben Van Tassel, Maintenance Director, introduced Nicole Gessert as his new Administrative Assistant. Gessert began employment on July 9<sup>th</sup>.

### **Consent Agenda**

Supervisor Clendenning requested pages 24, 25, and 26 of the packet be pulled from the consent agenda for discussion. Supervisor Winch requested page 3 of the packet also be pulled for discussion.

**Motion (Curry/Fischer) to approve the consent agenda excluding the items requested to be pulled out for discussion. Motion carried unanimously.**

Clendenning requested to review information regarding an item on page 25 of the packet addressing the KnowBe4 trainings the IT Department requires to be completed. IT Director Kaup explained that, in order to have the KnowBe4 guarantee, all Wood County employees, including County Board Supervisors, must complete the required assigned trainings and will receive simulated phishing attack tests at least monthly. Supervisor Clendenning requested additional information regarding an item on page 24 of the packet addressing a state mandated records conversion to Incident-Based Reporting (IBR) for law enforcement. Discussion ensued regarding a quote obtained for CIS questioning what entities are responsible to pay for the program. The mandate is effective January 1, 2021. Committee consensus was to have the Public Safety Committee discuss this at their next meeting and bring a recommendation back to the Executive Committee.

Winch wanted to clarify the motion from the May 29, 2018 Executive Committee Minutes on page 3 of the packet regarding the bonding for the Highway Department. Supervisor Winch stated the Highway Department bonding was supposed to be for \$2.3 million. Members of the Committee clarified that the motion states the Highway Department bonding is not to exceed \$2.5 million.

Treasurer Gehrt stated an offer to purchase was received for the 1010 Airport Avenue Property. The property is listed for \$169,000 and an offer of \$150,000 was made. In the offer, the buyer is asking the County to provide an Owner's Policy of Title Insurance, supply a Gap Endorsement, and pay a Brokerage Fee of 3%. Discussion ensued.

**Motion (Rozar/Fischer) to accept the offer to purchase excluding the Brokerage Fee of 3%. Motion carried unanimously.**

No discussion was held regarding Capital Improvement Plans from departments. Deputy Finance Director Lacey Bell stated that budget-working documents would be available to departments on Friday.

Human Resources (HR) Director McGrath introduced Tim Deaton of the Horton Group. Mr. Deaton presented updated information about Wood County health insurance use trends and projections for 2019. The projected increase for 2019 is 4.98%. Mr. Deaton shared options for absorbing the increase into plan changes by changing the copays to apply to the office visit charge only and make additional services such as x-rays and lab tests subject to deductible and coinsurance, as well as proposed changes for prescription deductibles and copays. The Committee discussed the options. With the proposed change of copays applying to office visits only, there is a savings of 1.90% which leaves 3.08% as a premium increase for 2019. Chair Machon noted that if it were decided down the road the 3.08% premium increase would not work for 2019, there is the ability to select additional plan changes to absorb the 3.08% instead.

**Motion (Rozar/Clendenning) to implement plan change of copays applying to the office visit charge only at a savings of 1.90%. Motion carried unanimously.**

Furthermore, McGrath provided four recommendations to the Committee regarding the outcome of the market review. The four recommendations are:

1. Place the Highway Department Mechanic position at a Grade 7.
2. Adjust the wage grade of specific positions identified as having a substantial increase in job duties after completing the County's JDQ process.
3. Remove the "Maximum" for each wage grade, as identified on the Pay Structure.
4. Implement an across the board percentage increase as the Wood County Board of Supervisors has approved historically and annually.

McGrath noted that the JDQ process is currently open and documentation is due to HR by July 31<sup>st</sup>. Discussion regarding the maximum on the wage scale ensued. McGrath explained that it was originally intended to set the groundwork for a "Pay for Performance" system; however, there is no criteria identified for employees to achieve excellent performance; therefore, she is proposing it be eliminated and the wage scale caps at Step 11 for all grades. Chair Machon noted he intends to provide an across the board increase in 2019; however, that could change so it does not need to be part of the motion.

**Motion (Clendenning/Rozar) to accept the recommendations of the HR Director to increase the Highway Department Mechanic to Grade 7, adjust the wage grade of specific positions identified as having substantial increase in job duties after completing the County's JDQ process and remove the Maximum for each wage grade on the Pay Structure. Motion carried unanimously.**

McGrath presented the results of ten JDQs that were completed in 2017 but put on hold by the Executive Committee. Early in 2018, the Executive Committee removed the hold on those JDQs and they were processed. Five of the positions were recommended to be reclassified and five were not recommended.

McGrath presented fiscal impact information should the reclassifications be retroactive back to January 1, 2018.

**Motion (Clendenning/Fischer) to accept the JDQ results presented and make the five reclassifications retroactive to January 1, 2018. Motion carried unanimously.**

McGrath presented the option to eliminate the Post-Employment Health Plan (PEHP) benefit for new employees hired on, or after, January 1, 2019. McGrath stated all current employees would maintain this benefit as long as they continue their employment with Wood County.

**Motion (Clendenning/Winch) to eliminate the Post-Employment Health Plan (PEHP) for all new employees hired on, or after, January 1, 2019. Motion carried unanimously.**

Agenda items for next meeting: Marshfield City Hall lease negotiation

Next month's Executive Committee meeting is scheduled for Tuesday, August 7 at 8:00 a.m. at River Block in Room 106.

**Chair Machon declared the meeting adjourned at 3:29 p.m.**

Submitted and signed electronically,

*Donna Rozar*

Donna Rozar  
Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.