

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, April 4, 2017  
**TIME:** 9:00 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 of all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Chad Schooley, Shane Wucherpennig, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Jo Timmerman, Judge Todd Wolf, Steve Kreuser, Lori Heideman, Dennis Polach, Bill Winch, Warren Kraft, Bob Moore (ICM)

The meeting was called to order by Chairman Wagner.

**Public Comment** – No public comments

### **Consent Agenda**

**Motion (Feirer/Rozar) to approve the consent agenda minus pages 22 and 23. Motion carried unanimously.**

Clendenning requested that pages 22 and 23 of the packet be pulled for review from the consent agenda. He believed that the letter of comments from each department should identify the person(s) responsible for writing the report similar to HR's report. Discussion was held regarding this concern. Since it is the department heads that report to the Committee, it is safe to assume they are the ones submitting the reports. Clarification on the process of updating and reviewing the Employee Policy Handbook was given. Kraft stated he will collect feedback from department heads and employees, and bring any revisions to the Executive Committee for approval during the 3<sup>rd</sup> quarter. Ultimately, changes will be approved by County Board through a resolution. Also discussed was the compensation review being conducted specifically for the IT Department. Kraft stated the review is being done at the request of that Department, and that other departments can request similar reviews if they so choose.

**Motion (Feirer/Henkel) to approve pages 22 and 23 of the consent agenda. Motion carried unanimously.**

Rozar nominated Hilde Henkel as Vice-Chair of the Executive Committee to replace Wagner. There being no further nominations.

**Motion (Pliml/Breu) to close nominations and elect Hilde Henkel as Vice-Chair of the Executive Committee with a unanimous ballot. Motion carried.**

Maintenance Manager Van Tassel reviewed his Letter of Comments.

Van Tassel gave an update on the River Block and Courthouse construction projects. The River Block project is on schedule and within budget. Park & Forestry and the Health Department are set to move the week of April 24<sup>th</sup>.

Demolition of the new Dispatch Center in the Courthouse is almost complete. Lori Heideman believes there will not be enough room in the new area and is requesting that Phase 2 of the Dispatch remodel be implemented now. Concern was also expressed about the noise Phase 2 would produce to do at a later time. Phase 2 incorporates the County Board Chairman's and Wellness offices into the space. Van Tassel explained that moving ahead with Phase 2 now would eliminate extra work down the road with having to build temporary walls to alleviate disruption to the dispatchers in order to do demolition. Rozar requested the added cost amount of moving ahead with Phase 2 now. Van Tassel estimates an additional \$5,000 to \$15,000 would be needed but also stated the project is coming in under budget so far.

**Motion (Clendinning/Rozar) to proceed with Phase 2 of the Dispatch Center remodel now. Motion carried unanimously.**

Funding for River Block moving expenses for the departments relocating to the building was discussed. While Health Department budgeted for their own move, the remaining departments did not. Parks, Land & Water Conservation and Human Services have all gotten estimates from Rapp's Moving for an approximate total of \$19,600. Kaup has contacted Rapp's for an estimate in moving computer equipment but has not gotten a final number yet. She anticipates her staff could work with Rapp's to get IT equipment moved, but does not want to overcommit her staff. It was the consensus of the Committee that moving expenses be paid for out of the Maintenance budget.

Judge Wolf joined the meeting for the discussion regarding disposition of the Airport Avenue CBRF. Wolf stated he has had discussions with outside entities, specifically the Department of Corrections, regarding alternatives for running the CBRF to house drug court participants as the Oxford House is not an adequate substitute. The Human Services Department can no longer fund the CBRF. The Crisis Intervention program that was housed in the CBRF has been relocated to Norwood. Consensus of the Committee is to allow Judge Wolf some time to see if another agency can rent the CBRF from the County to create a structured housing environment for drug court participants.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments, noting that there were no lost time or restricted duty injuries in the 1<sup>st</sup> quarter.

IT Director Kaup informed the Committee that the River Block microwave link and back connections are up and running and have been tested. They are beginning to rack equipment in the new Data Center. Kaup briefly spoke of a potential computer hack that took place on March 24<sup>th</sup>. IT is working with the State to determine if it was in fact a true hack of the system.

Wellness Coordinator Fandre presented his update. He stated the 2<sup>nd</sup> quarter is done and the 3<sup>rd</sup> quarter is now underway. First quarter incentive payouts have been completed. The Wellness Committee is now focusing on why employees are choosing not to participate in the Wellness program. Discussion is being held on whether or not program participation could affect insurance premiums.

Treasurer Gehrt reviewed the Department's Letter of Comments. She raised concern about how money will be handled at River Block, specifically transporting it to the Courthouse for deposit. Gehrt inquired as to whether it would be feasible to have a centralized lock box at River Block that the departments could put deposits in, and the Treasurer or Deputy Treasurer could retrieve the deposits and transport them to the Courthouse for processing. Jo Timmerman gave an overview on how Human Services handles money within their Department. Van Tassel was instructed to look into purchasing a drop safe for River Block.

Gehrt presented a resolution to sell a tax deeded property in the City of Wisconsin Rapids.

**Motion (Rozar/Feirer) to approve the resolution to sell a tax deeded property in the City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Discussion was held regarding a Tax Deed Policy presented by Gehrt.

**Motion (Clendenning/Henkel) to approve the Tax Deed Policy as presented. Motion carried unanimously.**

Gehrt presented and reviewed a policy regarding application of real estate tax payments received.

**Motion (Rozar/Feirer) to approve the Application of Real Estate Tax Payments Received Policy as presented. Motion carried unanimously.**

Investment Advisor Bob Moore of ICM (Institutional Capital Management) gave his annual presentation on the Wood County Market & Portfolio Review. Moore stated that Wood County's portfolios are in great shape and the County currently has a Bloomberg grading of A++.

Break at 11:05 a.m. Meeting reconvened at 11:12 a.m.

Finance Director Martin presented a resolution to amend the 2017 budget for Edgewater Haven Dietary function to fund the purchase of a walk-in cooler/freezer.

**Motion (Feirer/Rozar) to approve the resolution to amend the 2017 Edgewater Haven Dietary budget to fund the purchase of a walk-in cooler/freezer. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Discussion was held regarding 2016 transfers to Edgewater and Human Services. Edgewater currently needs a transfer of \$455,000 to bring them back to the same working capital they had at the end of 2015. Human Services currently needs a transfer of \$2,000. The County has a goal to maintain 15% of budgeted governmental expenditures plus the levy subsidies to the enterprise funds in cash reserves. Any reserves in excess of the 15% can be used to fund revenue shortfalls.

**Motion (Rozar/Breu) to put \$225,000 into the Human Services Risk Reserve Fund from the overage of capital. Breu: yes; Clendenning: no; Feirer: yes; Henkel: yes; Pliml: yes; Rozar: yes; Wagner: no. Motion carried.**

Finance Department correspondence was discussed as outlined on the agenda. The Finance Department along with the County Clerk requested the first draw down on the State Trust Fund Loans. Capital Improvement Requests have gone out to all the departments. Wagner stated the Executive Committee will devote one or two special meetings specifically focused on the CIP.

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

Warren Kraft reported he has been working with Paula Tracy and Mike Martin to revamp the job description for the Finance Director position. Once the job description is approved by the Executive Committee, the vacancy will be posted for recruitment. Mike Martin discussed the succession plan he has been implementing the last several years. Furthermore, he explained he has been mentoring the current Deputy Finance Director as part of that succession plan. Discussion was held regarding allowing for some overlap for training purposes before Martin retires and also, what the appropriate timing would be for filling the position.

**Motion (Clendenning/Rozar) to begin recruitment for the Finance Director position in July, with the HR Director, EC Chair and Vice-Chair reviewing the first round of applications once received. Motion carried.**

Kraft gave an update on projected health insurance increases for 2018. A chart of the health insurance fund reserves was handed out and reviewed. This will be an ongoing agenda item as the year moves toward the 2018 budget discussion.

Agenda items for the next regular meeting (Tuesday, May 2, 2017 at **8:30 a.m.**): disposition of the Airport Avenue CBR; moving the payroll function to the Finance Department versus the function remaining in Human Resources; a review of all County owned properties; review of the Finance Director job description; and health insurance updates.

**Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 12:31 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.