

## Wood County Department Head Meeting – MINUTES

January 5, 2018 9:00am

Wood County Courthouse, Room 114

Present: Peter Manley, Jason Gruenberg, Jason Hausler, Rock Larson, Brent Vruwink, Cynthia Robinson, Susan Kunferman, Heather Gehrt, Trent Miner, Reuben Van Tassel, Chad Schooley, Lori Heideman, Shane Wucherpennig, Amy Kaup, Jordan Bruce, Kim McGrath, Deb Killian, Laura Clark, Steve Krueser, Mary Anderson, Peter Kastenholz, Doug Passineau, Warren Kraft, Marla Cummings, Brandon Vruwink  
Others Present: Adam Fischer, Bill Clendenning

1. Meeting was called to order at 9:01am.
2. There was not public comment.
3. Everyone introduced themselves.
4. Input on recruitment process. Input is being sought on how the HR staff should be restructured regarding the hiring process; not to discuss defunding of the recruitment position. Some Department Heads, especially from small departments, felt this will put a lot more work on them during the hiring process. Some Department Heads felt they could handle the added duties more quickly. Many Departments have associations or targeted groups that they contact for candidates. Several people expressed that the background checks and drug tests are tricky procedures if you do not do them routinely and would hopefully be carried out by HR staff. Hiring of Department Heads would still be the Committee's responsibility. Job Net should be retained as an HR function.
5. Payroll move. Marla explained that payroll will be moved to the Finance Department soon. A long term goal is to put in a new payroll system by 1/1/19. There is a new Deputy Director in the Finance Department, Lacey Bell.
6. End-of-Year Finance Reminders. 2017 expenses are posted to 2017 and need to be done by February 28. 2017 revenue also needs to be posted to 2017 and can be posted back to 2017 for 60 days in 2017, except state grants which can be posted back for 90 days. Notify Marla of any new non-lapsing accounts by the end of January.

The issue was raised on when pay raises take effect. County Board policy is that they take effect on the 1<sup>st</sup> full pay period. In 2018, this means practically that pay raises do not go into effect until 2 weeks after the start of the year, even though pay raises have been budgeted for the full year. Marla stated that the new software can now handle split pay periods. The Executive Committee should be advised that the policy regarding when pay raises take effect might be changed.

"Onboarding" was discussed. The start date is supposed to be at the beginning of each payroll period. This is when orientation is held. This start date procedure is generally followed, but some circumstances do not permit it. Several Department Heads stated the present orientation process is a great improvement and should be continued. It is also very helpful to the staff putting on the orientation to have set dates for that purpose.

7. Purchase cards/US Bank demonstration. There is a proposal that the county have purchase cards through one vendor, rather than each department have their own purchase/credit cards.

Marla stated that this would provide much greater internal controls. Dividends or reimbursements would then go back to the county general fund. US Bank put on a 15 minute demonstration of the aspects of the purchase card system. There are many options on reports that can be generated. Purchase cards can be limited to certain amounts or to allowable vendors.

8. Civil Rights Compliance Plan. The compliance plan should be completed by the end of January. Contact Kim McGrath for additional information.
9. Educational Reimbursement Policy. Warren stated the Executive Committee feels Wood County should have a policy and want to consider what it should be. A proposal has been submitted to them. The policy focuses on career advancement; not required continuing education to maintain certification. \$20,000 of county funds has been proposed for this purpose, although that amount is not in the policy. There was mixed support by Department Heads for funding education for career advancement. If Committee approval is required, it could be problematic as some committees may not support the policy. The policy may be helpful in attracting and retaining employees. Several department heads felt they would not utilize the policy very frequently. However some department heads felt many employees would be interested. A vote was taken on general support for a policy to reimburse education for career advancement: 5 were in favor of such a policy and 15 were not in favor of such a policy.
10. Wellness updates. Biometric screenings are starting. Screenings that have occurred since July 1, 2017 will qualify employees for reduced insurance rates (in 2019).
11. Future coordination of meetings. Peter Kastenzholz agreed to coordinate the next meeting, likely in April. Rotating hosting meetings should be considered. Peter Manley's successor may be able to take on this role. Future Department Head meetings should be held at the Riverblock Auditorium, to meet our space needs.
12. Roundtable. Extension has recently filled one position and will fill two more in the near future. Child Support is filling a position. Edgewater is undergoing remodeling. Maintenance has expanded the door access system and new transformers are being installed. A lack of snow at Powers Bluff has prevented tubing, but there is a good frost base for timber harvesting. Dispatch has moved into their new space and really likes it. Land & Water Conservation is happy with their office space at Riverblock; they will have several new initiatives this year. For IT, the security system has expanded to Norwood, there is a new county web filter, public WIFI is beginning, security training is beginning, and there is more training coming up for online transactions. A permanent psychiatrist has been hired (finally), which will save a lot of money. They are very happy with the new person. There is a new Deputy Finance Director, payroll is being moved to Finance, and the Finance Department will likely move to a new location in the future. Peter Kastenzholz expressed appreciation of the expertise Warren has brought to Wood County for the past couple years.

Respectfully submitted: Peter Manley, secretary