

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 9, 2019
TIME: 8:00 a.m.
PLACE: Wood County Courthouse- Room 114
Wisconsin Rapids, WI

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,
Donna Rozar, Adam Fischer, Bill Winch

OTHERS PRESENT (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Public Comment – None

Consent Agenda:

Supervisor Clendenning requested pages 2, 3, 7, 16, 25, 35, 37, and 38 be pulled from the consent agenda for discussion.

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

Clendenning questioned if the Wellness Committee minutes in this month's packet were the same he spoke about in the minutes of last Executive Committee. Rozar confirmed. He questioned why the same information was put in the packet again.

Clendenning indicated the date of the evening County Board meeting should be October 15, 2019 instead of the October 6th as stated in the minutes. Minutes will be corrected to reflect the correct date of October 15th, meeting at 7 pm.

Clendenning questioned if the Administrative Coordinator's report in the packet would be discussed. Chair Machon confirmed it would be discussed as an agenda item # 14.

Clendenning questioned Finance Director Cummings on the report in the packet for the Detailed Income from 2018, wondering if changes were still being made. Cummings indicated that at this time, changes can only be made to this report by the Finance Department.

Clendenning questioned Human Resource Director McGrath's Letter of Comments regarding developing an RFP for a comprehensive wage plan review and why the process was taking so long. McGrath indicated the RFP would be completed by the end of April and sent to companies with a target date of return by the end of June. This would allow her to present to the Executive Committee at the July meeting. Clendenning stated no more time should be wasted and he would like to see an AdHoc Committee created to handle this RFP.

Motion (Clendenning/Polach) for the Executive Committee Chair to appoint an AdHoc Committee to explore a comprehensive wage study plan. Motion failed.

Discussion ensued. Chair Machon indicated an agenda item regarding the wage plan discussion would be included in the May Executive Committee meeting.

Clendenning questioned the meaning of Wellness Board updates in the packet regarding the 2019 budget numbers being the same as the 2018 budget. Rozar, the Executive Committee's representation of the Wellness Board, indicated that the Wellness budget numbers for 2019 are close to the same as those in 2018.

Motion (Rozar/Fischer) to approve the pulled items from the consent agenda. Motion carried. Voting no: Clendenning.

Rozar stated the Fleet Vehicle contract with Enterprise was presented to Corporation Counsel, Peter Kastenzholz. Kastenzholz indicated there were issues in the contract that were discussed with Sue Kunferman and Brandon Vruwink. There was consensus that the contract details, when examined closely, showed there was not the benefit of entering into a contract with Enterprise for fleet vehicle management that was initially believed to be beneficial. Discussion ensued.

Motion (Clendenning/Curry) to discontinue negotiations with Enterprise for fleet vehicle management. Motion carried unanimously.

Rozar stated that due to the control environment policy discussion at previous meetings, Finance has reinstated accountant and financial support staff monthly meetings. Rozar is attending these meetings as the Executive Committee liaison. Cummings commented the meetings have been well received. She will be diligent to continue regular monthly meetings.

Jason Grueneberg from Planning & Zoning presented an updated application form for the Renewable & Sustainable & Lean Process grant.

Motion (Clendenning/Curry) to move forward with the grant approval application and allow Executive Committee to review applications. Motion carried unanimously.

Motion (Clendenning/Rozar) to allow the County Clerk to distribute applications to department heads. Motion carried unanimously.

Jason Grueneberg gave an update on the status of the Sol-Smart certification process. We are currently at a bronze status and close to silver status.

Rozar updated the Committee on the County Strategic Plan progress. Together with Nancy Turyk, she has reviewed results from the first survey. Based on the first survey, they have developed a second survey with categories of common themes. They will present the second survey at the next County Board meeting and will release the surveys after the meeting. Additional third and fourth surveys will be developed based on the results.

Rozar presented a resolution from the Health & Human Services Committee to increase ongoing Social Worker position to a (.97 FTE) position.

Motion (Clendenning/Fischer) to approval resolution to increase (.60 FTE) ongoing Social Worker Position to a (.97 FTE) position. Motion carried unanimously.

IT Director Kaup stated that on March 16, 2019 an outage of the 911 system affected all of Wood County besides the two main cities. The problem was on Solarus' end and the County will work with Solarus to find a resolution.

Kaup discussed the IT Department CIP requests for 2020 and noted many items are at end-of-life which will result in no vendor support and no software updates. Discussion ensued.

Finance Director Cummings presented a resolution to amend the 2018 Emergency Management budget resolution clean-up.

Motion (Rozar/Fischer) to amend the 2018 budget to include monies that were amended in Resolution 18-6-2 to the wrong function for the emergency operations remodel. Motion carried unanimously

Cummings presented a resolution to amend the 2019 Emergency Management budget in the amount of \$17,800. Discussion ensued.

Motion (Clendenning/Polach) to amend the 2019 Emergency Management Budget for additional expenditures that were not anticipated during the initial budget process. Motion carried. Voting no: Fischer, Curry, Machon.

Rozar presented a resolution to amend the Human Services Department 2019 budget for build-out expenses at Marshfield City Hall. Discussion ensued.

Motion (Clendenning/Fischer) to amend the 2019 Human Services Administration budget for additional expenditures for the Human Services Department that were unanticipated during the original budget process. Motion (Rozar/Curry) to amend the original motion to change the budget to the 2018 (instead of the 2019) Human Services budget and to debit the Human Services undesignated fund balance (instead of the general fund) as well as eliminate the 5th “Whereas,”. Amendment carried. Voting no: Clendenning, Winch. Amended motion carried. Voting no: Winch.

Cummings presented a resolution to amend the 2019 Sheriff budget. Discussion ensued.

Motion (Clendenning/Polach) to amend the 2019 Sheriff budget for additional expenditures for the Sheriff’s office that were unanticipated during the original budget process. Motion carried. Voting no: Winch, Rozar, Machon.

Cummings presented two resolutions to amend the 2019 IT budget for printer resolutions clean-up.

Motion (Clendenning/Curry) to amend the 2019 budget to include monies that were amended to the wrong function for printer and copier fleet. Motion carried unanimously.

Cummings discussed the changes with the current Financial Advisor Company (Springsted) being bought out by Baker Tilly.

Motion (Curry/Rozar) to allow Finance Director Cummings to pursue RFPs for a new Financial Advisor for bonding counsel and present her recommendations at the next Executive Committee meeting. Motion carried unanimously.

Cummings reported all department heads have had the opportunity to attend a WebEx and a question/answer session with the representative from US Bank regarding the Purchase Card/County Credit Card program.

Motion (Rozar/Clendenning) to let Finance Director Cummings start the process for implementation of the Purchase Card/County Credit Cards. Motion carried unanimously.

Cummings discussed the Finance Department’s CIP request for 2020-2024.

HR Director McGrath provided an update on the revision of the Employee Policy Handbook. McGrath stated she shared the revised handbook with the department heads and made some minor changes after receiving feedback. McGrath sent the handbook draft to Von Briesen & Roper for a legal review on March 15th. This legal review is provided at no charge through County Mutual Insurance. The redlined handbook from the legal review is expected to be returned to McGrath on April 10th. McGrath will be distributing the handbook containing changes from the legal review electronically to members of this Committee ahead of the next Committee meeting to allow members to review the changes prior to the May meeting.

McGrath presented a request for a refund of health insurance premiums from Edgewater. McGrath explained that Edgewater has budgeted for nine positions for the TBI unit that was supposed to open earlier this year. Due to unforeseen delays, the TBI unit has been unable to open and these positions remain vacant. Edgewater is requesting that \$41,697 be returned to them for health insurance premiums they paid into the health fund for these nine positions in the first quarter of 2019. Human Services Director Vruwink stated that opening the TBI unit is top priority for his Department and they would like to open it as soon as possible. Vruwink stated a potential start date for the TBI unit would be July 1, 2019. Supervisor Rozar pointed out that with the potential start date not

until the beginning of the third quarter, there are premiums that would be charged for the second quarter as well. McGrath stated that there is currently \$6.8 million in the health fund.

Motion (Clendenning/Winch) to refund Edgewater the health insurance premiums that were paid for the nine positions for the TBI unit that have not been filled in the first quarter of 2019 totaling \$41,697. Motion (Rozar/Clendenning) to amend the original motion to add that health insurance premiums for the nine TBI positions not be charged to Edgewater until the positions have been filled. Amendment carried unanimously. Amended motion carried unanimously.

McGrath presented the draft of the new supervisory performance evaluation form that HR developed. McGrath explained the form to Committee members and stated that HR will be developing instructions and trainings on utilizing the new form.

Motion (Clendenning/Rozar) to approve the new supervisory performance evaluation developed by Human Resources. Motion carried unanimously.

McGrath provided an update on the RFP process for health insurance. McGrath stated that the Horton Group sent RFPs to nine TPAs in February that were due on April 1st. One TPA, WCA Group Health Trust, requested an extension and has until April 15th to submit their proposal. Tim Deaton of the Horton Group will be coming to the May, June, and July Executive Committee meetings. Due to Mr. Deaton's schedule, McGrath requested that the Committee consider either changing the date of the July meeting from July 2nd to July 9th or hold a special meeting in July to accommodate Mr. Deaton's schedule. Without objection, Chair Machon stated the July Executive Committee meeting will be moved to July 9th.

Chair Machon asked the Committee if there were any questions on the Administrative Coordinator's report included in the packet. Supervisor Clendenning asked for clarification on the meeting that Machon had with former UW Marshfield Dean Keith Montgomery, the WCUTA meeting he attended in Madison, the lunch he attended with Wisconsin Rapids and Marshfield mayors, the selection committee that he served on for the Mid-State Board of Directors, and the NORESCO meeting.

Agenda items for next meeting: 1. Wage Study RFP
2. Renewable & Sustainable Committee

The next regular meeting of the EC will be on Tuesday, May 7, 2019 at the Nepco Shelter House.

Rozar shared that on April 8th, the Round Barn Quilters group donated quilts and pillow cases for the new unit opening at Norwood. The group said they have never been thanked the way they were thanked by Norwood.

Clendenning shared individuals from many different counties participate in Choose to Reuse and find great benefit in the event.

Machon shared that the Rural Economic Development Innovation (REDI) Grant with the USDA has been submitted to aide in Economic Development.

The Chair declared the meeting adjourned at 10:58 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

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Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.