

EXECUTIVE COMMITTEE

DATE: Tuesday, September 4, 2018
TIME: 8:00 a.m.
LOCATION: Wood County Courthouse, Room 114
Wisconsin Rapids, WI 54495

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

OTHERS PRESENT (for all or part of the meeting): Nicole Gessert, Kim McGrath, Kelli Quinnell, Reuben Van Tassel, Brandon Vruwink, Marla Cummings, Sue Kunferman, Josh Miller, Cindy Robinson, Amy Kaup, Mary Schlagenhaft, Jo Timmerman, Krista Coon, Brent Vruwink, Heather Gehrt, Jordon Bruce, Lacey Bell, Scott Larson, Mike Feirer, Kathy Alft, Shane Wucherpfennig, Jason Grueneberg, Rock Larson, Terry Stelzer, Randal Dorshorst, Thomas Reichert, Jason Hausler, John Peckham, Roland Hawk, Tiffany Ringer, Craig Lambert, Trent Miner, Julie Terrill, Peter Kastenholz

The meeting was called to order by Chair Machon.

Public Comment: None

Consent Agenda

Supervisor Fisher requested the Finance and HR monthly letter of comments be pulled from the Consent Agenda for discussion.

Motion (Rozar/Fischer) to approve the Consent Agenda excluding the items requested pulled for discussion. Motion carried unanimously.

Supervisor Fischer asked for clarification regarding Finance Director Cummings' Letter of Comments about the recent payroll issues. Finance Director Cummings indicated that Finance, HR, and IT are scheduled to meet September 7th to discuss payroll issues.

Supervisor Fischer requested clarification regarding HR Director McGrath's Letter of Comments about meeting with the Chair, Corporation Counsel, and the IT Director on the creation of a Remote Work (Telework) policy and whom Telework would affect. McGrath replied that this was an initial meeting and any further information on a Remote work policy would be brought before the Executive Committee.

Supervisor Fischer asked for clarification regarding HR Director McGrath's Letter of Comments about meeting with the County Board Chair and the Maintenance Manger to discuss Renewable and Sustainable Energy as well as a review of the Maintenance Manager's job description with applicable energy initiatives. Chair Machon indicated he had initiated a preliminary discussion with the Maintenance Manger to investigate different Renewable Energy options and that it is just the initial stage to investigate options. Discussion ensued about the need for the Executive Committee's involvement and under which department/oversight committee these discussions should fall.

Motion (Rozar/Curry) to approve the consent agenda items removed for discussion. Motion carried unanimously.

Supervisor Rozar presented a Resolution to go before the County Board for Health and Human Services to extend the lease with the City of Marshfield for Human Services office space in the previous Marshfield City Hall. Rent remains at the current level for one year. Discussion ensued about the possibility of utilizing space at Norwood. This possibility has been discussed previously and the conclusion has been that there is not enough square footage that could be used for office space.

Motion (Clendenning/Fischer) to approve the resolution to authorize the lease extension with the City of Marshfield for office space in the Marshfield City Hall and forward that resolution to the full County Board. Motion carried unanimously.

Machon discussed a notification received regarding the HoChunk Nation proposal to add to trust lands. No action needs to be taken. This proposal affects land that is in the township of Port Edwards. The land has been used as a health clinic. This HoChunk Nation land is being removed from County tax rolls and placed in federal land.

Finance Director Cummings stated that due to budget meetings, department heads for Finance, HR and IT would not be meeting until September 7th to discuss payroll issues. Discussion ensued about the appropriate permissions for each department in the payroll software. HR Director McGrath indicated that with the change in permissions not all of her staff are able to make the necessary benefit changes. IT Director Kaup is looking for clarification as to who to take direction from regarding permissions.

Motion (Curry/Rozar) to allow HR staff benefit, performance evaluations input, and appropriate access to the payroll software so their job can be done. Motion carried unanimously.

Agenda item #8--Motion to approve transfer of proceeds from sale of Land & Water Conservation vehicle moved until later on in the meeting due to specific time requirements.

Treasurer

Treasurer Gehrt expressed appreciation for the Maintenance Department and their help when she recently encountered trespassers at the Airport Avenue property. All 3 trespassers were charged. Maintenance Manager VanTassel has two showings on September 5th. The 90-day term of posting the property as "For Sale by Owner" as approved by the Committee had ended.

Motion (Curry/Rozar) to list the Airport Avenue property with a Realtor following the appropriate process and after Chair Machon discusses that process with Corporation Counsel, to list the property for sale as appropriate. Motion carried unanimously.

Finance

Finance Director Cummings presented a resolution to amend the 2018 budget of Sheriff Electronic Monitoring for additional expenditures that were not anticipated during the original budget process.

Motion (Rozar/Fisher) to approve the resolution to amend the 2018 budget of Sheriff Electronic Monitoring. Motion carried. Voting no: Poloch, Clendenning (would like the resolution to go to Public Safety Committee first)

Cummings presented a resolution to amend the 2018 budget of Wildlife Damage Abatement for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures. Cummings noted the funds were for a fence for a farmer and the County will be reimbursed by the DNR but not until after the New Year.

Motion (Clendenning/Curry) to approve the resolution to amend the 2018 budget of Wildlife Damage Abatement. Motion carried unanimously.

Cummings discussed the 2018 Budget and actual reports for 8 months ending August 31, 2018 that are included in the packet for review.

Human Resources

HR Director McGrath presented a resolution for the revised Wage Plan Policy. McGrath explained there are three key changes. The first is the removal of the JDQ process dates. She explained that due to the timing of the budget, this change makes sense. The second is the removal of Merit Pay. The third was to amend the retention guidelines.

Motion (Machon/Curry) to approve the resolution on the Wage Plan Policy.

Discussion of the motion ensued. Supervisor Rozar stated that this policy gives no flexibility to retain employees, especially in competitive positions. Supervisor Fischer stated that he would be voting “no” on this motion because of the removal of Merit Pay and because it would not allow Department Heads and Oversight Committees to negotiate. Supervisor Rozar stated that she would be voting “no” because she does not like the lack of flexibility.

Motion failed. Voting no: Fischer, Rozar, Winch, Polach, Curry, Clendenning

Supervisor Clendenning asked McGrath why she brought this resolution before the Committee. She replied because the Committee voted in August to eliminate Merit Pay and it was determined that the elimination needs to be done by resolution. It was discussed that there are two issues here. One is the elimination of merit pay, the other is the change in the way wages are determined.

Motion (Curry/Rozar) to direct the HR Director to create a resolution modifying the current wage plan to remove Merit Pay. Motion carried. Voting no: Fischer, Clendenning (stated he doesn't think Merit Pay should be eliminated because Department Heads desire for it to be continued)

McGrath shared with the Committee that she is planning a Department Head Retreat for October 24. It will be a full day event focused on Real Colors training in the morning with team building and communication exercises in the afternoon. McGrath shared that the cost would be \$9 per person for the materials needed and lunch. McGrath expressed appreciation that Parks Director Schooley is allowing the retreat to be held at the Nepco Shelter at no cost.

Motion (Rozar/Curry) to support the Department Head Retreat. Motion carried unanimously.

Machon reported he discussed with UW Extension the possibility of developing a County strategic plan and is bringing this possibility to the Committee to see if they agree and discuss if they would like to research it further. Discussion ensued and it was determined to have UW Extension come to Committee to discuss and present further.

Break at 9:21 a.m. Meeting reconvened at 9:36 a.m.

Shane Wucherpfennig from Land & Water Conservation presented information to receive approval to transfer funds from the sale of a 14-year-old county owned vehicle in accordance with Wood County Board of Supervisors Rule 43.

Wucherpfennig discussed this transfer with his oversight Committee and they recommend the proceeds from this sale go into the No-Till Drill account.

Motion (Clendenning/Curry) to allow the funds from the sale of the vehicle to go into the No-Till Drill account. Motion carried unanimously.

Budget Meetings

Marla Cummings gave a general overview of the 2019 budget. Cummings mentioned the current system is manual and labor intensive causing the need to make numerous corrections. Finance will review different options for budgeting software.

Human Services—Edgewater Haven--Brandon Vruwink and Cindy Robinson presented the Edgewater Haven budget. Questions and general discussion followed.

Motion (Fischer/Clendenning) to approve the Human Services--Edgewater Haven budget as submitted. Motion carried unanimously.

Human Services--Brandon Vruwink presented Community – This budget. Questions and general discussion followed.

Motion (Rozar/Clendenning) to approve the Human Services – Community budget as submitted. Motion carried unanimously.

Brandon Vruwink and Jordan Bruce presented human Services--Norwood – The Norwood budget. Questions and general discussion followed.

Motion (Clendenning/Fischer) to approve the Human Services--Norwood budget as submitted. Motion carried unanimously.

Sue Kunferman presented Health Department – The Health Department budget. Questions and general discussion followed.

Motion (Rozar/Fischer) to approve the Health Department budget as submitted. Motion carried unanimously.

Break at 10:47 a.m. Meeting reconvened at 10:52 a.m.

Veterans – Rock Larson presented the Veteran Services budget.

Motion (Rozar/Fischer) to approve the Veteran Services budget as submitted. Motion carried unanimously.

Jason Hausler presented UW Extension – The UW Extension budget. Questions and general discussion followed.

Motion (Clendenning/Rozar) to approve the UW Extension budget as submitted. Motion carried unanimously.

Sheriff- Sheriff Reichert and Randal Dorhorst presented the Sheriff budget that still has to go before the Public Safety Committee so a vote will not occur from this Committee on the Sheriff budget until the September 18th meeting of this Committee.

Planning & Zoning – Jason Grueneberg presented the Planning & Zoning budget. Questions and general discussion followed.

Motion (Clendenning/Rozar) to approve the Planning & Zoning budget as submitted. Motion carried unanimously.

Economic Development – Jason Grueneberg presented the Economic Development budget. Questions and general discussion followed.

Motion by Fischer to approve Economic Development budget. Motion died due to lack of a second.

Motion (Curry/Rozar) to send submitted Economic Development budget back to CEED Committee. Motion carried. Voting no was Fischer (he stated he is not sure what the goal is in having the budget go back to CEED)

Break at 11:35 a.m. Meeting reconvened at 11:40 a.m.

Land & Water Conservation – Shane Wucherpfennig presented the Land & Water Conservation budget. Questions and general discussion followed.

Motion (Curry/Clendenning) to approve the Land & Water Conservation budget as submitted. Motion carried unanimously.

Parks – Chad Schooley presented the Parks Department budget. Questions and general discussion followed.

Motion (Fischer/Rozar) to approve the Parks budget as submitted. Motion carried unanimously.

Highway – Roland Hawk and John Peckham presented the Highway Department budget. Questions and general discussion followed.

Motion (Rozar/Fischer) to approve the Highway budget as submitted. Motion carried unanimously.

Information Technology – Amy Kaup presented the Information Technology budget. Questions and general discussion followed.

Motion (Rozar/Clendenning) to approve the Information Technology budget as submitted. Motion carried unanimously.

Trent Miner presented County Clerk – The County Clerk budget. Questions and general discussion followed.

Motion (Clendenning/Curry) to approve the County Clerk budget as submitted. Motion carried unanimously.

Treasurer – Heather Gehrt presented the Treasurer budget. Questions and general discussion followed.

Motion (Rozar/Clendenning) to approve the Treasurer budget as submitted. Motion carried unanimously.

Human Resources – Kim McGrath presented the Human Resources budget. Questions and general discussion followed.

Motion (Clendenning/Curry) to approve the Human Resources budget as submitted. Motion carried unanimously.

Risk Management – Terry Stelzer presented the Risk Management budget.

Motion (Rozar/Fischer) to approve the Risk Management budget as submitted. Motion carried unanimously.

Reuben Van Tassel presented maintenance and Purchasing – The Maintenance and Purchasing budget. Questions and general discussion followed.

Motion (Clendenning/Winch) to approve the Maintenance and Purchasing budget as submitted. Motion carried unanimously.

Peter Kastenholz presented Corporation Counsel – The Corporation Counsel budget. Questions and general discussion followed.

Motion (Clendenning/Winch) to approve the Corporation Counsel budget as submitted. Motion carried unanimously.

Clerk of Courts including Family Court Commissioner – The Clerk of Courts budget was reviewed. Questions and general discussion followed.

Motion (Clendenning/Rozar) to approve the Clerk of Courts budget as submitted. Motion carried unanimously.

Julie Terrill presented the Courts (Branch 2) budget. Questions and general discussion followed.

Motion (Rozar/Clendenning) to approve the Courts (Branch 2) budget as submitted. Motion carried unanimously.

Courts (Branches 1 & 3) and Drug Court – The Courts and Drug Court budgets were reviewed. Questions and general discussion followed.

Motion (Clendenning/Rozar) to approve the Courts and Drug Court budgets as submitted. Motion carried unanimously.

Register of Deeds – Tiffany Ringer presented the Register of Deeds budget. Questions and general discussion followed.

Motion (Clendenning/Fischer) to approve the Register of Deeds budget as submitted. Motion carried unanimously.

Child Support – Brent Vruwink presented the Child Support budget. Questions and general discussion followed.

Motion (Clendenning/Fischer) to approve the Child Support budget as submitted. Motion carried unanimously.

Break at 12:44 p.m. Meeting reconvened at 12:50 p.m.

District Attorney & Victim Witness – Craig Lambert presented the District Attorney & Victim Witness budgets. Questions and general discussion followed.

Motion (Clendenning/Fischer) to approve the District Attorney & Victim Witness budgets as submitted. Motion carried unanimously.

Agenda items for next meeting: Administrative Coordinator position evaluation

The special meeting to finish budgets will be held immediately following the County Board meeting on Tuesday, September 18th.

Next month's regular Executive Committee meeting is scheduled for Tuesday, October 2 at 8:00 a.m. and will be held at Edgewater Haven in the conference room. A tour of the newly remodeled halls/rooms will be held on that date as well.

Motion (Machon/Clendenning) to adjourn the Executive Committee meeting at 1:34 p.m. Motion carried unanimously.

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.