

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, January 3, 2017

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Hilde Henkel, Lance Pliml

VIA VIDEO CONFERENCE: Trent Miner, Al Breu, Michael Feirer, Ed Wagner, Donna Rozar

OTHERS PRESENT (for part or all of meeting): Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Amy Kaup, Heather Gehrt, Adam Fandre, Brandon Vruwink, Jo Timmerman, Chad Schooley, Cindy Joosten, Steve Kreuser, Jordan Bruce, Paula Tracy, Bill Clendenning, Dennis Polach, Warren Kraft (via video conference)

The meeting was called to order by Chairman Miner.

Public Comment – No public comments

Reuben Van Tassel, Maintenance Manager, provided updates on the River Block and Courthouse remodeling projects. There was a preconstruction meeting regarding the River Block project on December 29th and work is starting today with a projected completion date of early April. Miron was able to lower the project contingency so the project total is at \$3.25 million. Work on the new Data Center in the Courthouse is underway.

Consent Agenda

Motion (Rozar/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Van Tassel reviewed his Maintenance Letter of Comments. He informed the Committee that there are issues with the sanitary lift station pumps and control panel at the Joint Use building on 17th Avenue and will cost approximately \$12,000 to rebuild and update.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

IT Director Kaup reported that HR successfully used the data from the Highway Department's electronic timekeeping system for the last payroll processed. IT will now be working on the implementation of Timestar with the departments that are interested. Kaup announced that Jason DeMarco was promoted to Network Administrator, leaving a vacancy for a Network Analyst in the Department.

Wellness Coordinator Fandre stated the 1st quarter of the 2016-2017 Wellness Program is completed. Participation is up from previous years. The Wellness Committee is working to establish wellness champs in each county department as well as looking into the possibility of increasing the quarter one incentive to further increase participation.

Treasurer Gehrt discussed her Letter of Comments. The final costs for razing the First Street property were \$51,327.91. Gehrt stated this was largely due to the disposal costs due to asbestos on the property.

Gehrt presented a resolution to sell tax deeded properties in the Village of Vesper and City of Wisconsin Rapids.

Motion (Wagner/Breu) to approve the resolution to sell tax deeded properties in the Village of Vesper and City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented the following budget resolutions to amend the 2016 budget: Coroner, Parks Capital Projects, County Board, Emergency Management, IT Voice-Over IP, Clerk of Courts, Norwood Inpatient and Dietary, and Human Services Community Children's LTS and Family Services.

Motion (Feirer/Pliml) to approve the resolutions to amend the 2016 budget for Coroner, Parks Capital Projects, County Board, Emergency Management, IT Voice-Over IP, Clerk of Courts, Norwood Inpatient and Dietary, and Human Services Community Children's LTS and Family Services. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin presented the resolutions for State Trust Fund Loans which included \$750,000 for Courthouse improvements and \$1,000,000 for financing of the 2017 budgeted capital items.

Motion (Wagner/Henkel) to approve the resolutions for State Trust Fund Loans which included \$750,000 for Courthouse improvements and \$1,000,000 to finance the 2017 budgeted capital items and forward them to the County Board for consideration. Motion carried unanimously.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 8:31 a.m. Meeting reconvened at 8:35 a.m.

Human Resources (HR)

Warren Kraft discussed the Human Resources' work calendar for 2017:

- Employee Policy Handbook – will come to the Committee with updates. Anticipate taking the Handbook to the County Board for approval during the third quarter.
- Health insurance and benefits review – will initiate talks with the Horton Group and intend to start discussion with the Committee in March, and by June provide final recommendation in anticipation of the budget process that begins in July.
- Salary Plan – there are two parts to this plan. A) Discussion regarding IT positions--will internally recommend without upsetting the Plan. B) Broadly look at the Plan for County applicability.

Motion (Rozar/Pliml) to go into closed session at 8:45 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss an employee(s)' complaint(s).

Rozar: yes; Breu: yes; Feirer: yes; Wagner: yes; Henkel: yes; Pliml: yes; Miner: yes. Motion carried.

Motion (Breu/Henkel) to return to open session at 9:00 a.m. Motion carried unanimously.

Agenda items for next meeting: presentation by Design Unlimited. Supervisor Clendenning proposed a River Block Subcommittee meeting for Friday, January 6, 2017 at 12:30 p.m.

Motion (Pliml/Feirer) to adjourn the Executive Committee meeting at 9:02 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.