

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, March 6, 2018

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Bill Clendenning, Ed Wagner, Hilde Henkel

VIA TELEPHONE: Lance Pliml

VIA VIDEOCONFERENCE: Al Breu, Michael Feirer, Donna Rozar

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Brenda Nelson, Reuben Van Tassel, Cindy Cepress, Terry Stelzer, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Jason Grueneberg, Cindy Joosten, Brandon Vruwink, Jordan Bruce, Steve Kreuser, Shane Wucherpfennig, Chad Schooley, Randy Dorshorst, Peter Kastenholz, Brent Vruwink, Kim McGrath, Kelli Quinnell, Dennis Polach, Patrick Glynn and Jenna Bidwell (Carlson Dettmann)

The meeting was called to order by Chairman Wagner.

Public Comment – No public comments

Consent Agenda

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

Chairman Wagner stated interviews for Human Resources Director took place March 1st. One internal applicant was interviewed and one external candidate declined the offer for interview after accepting a position elsewhere. A preliminary offer letter was presented to Interim HR Director Kim McGrath.

Motion (Clendenning/Henkel) to ratify the preliminary offer for employment extended to Kim McGrath as Human Resources Director. Motion carried unanimously.

Grueneberg reviewed the Offer to Purchase received from Premier Real Estate Management for 7.710 acres of vacant land at the corner of CTH F (17th Avenue) and Rosecrans Street in Wisconsin Rapids.

Motion (Clendenning/Rozar) to approve the Offer to Purchase received from Premier Real Estate Management LLC for 7.710 acres of vacant land located at the corner of CTH F (17th Avenue) and Rosecrans Street in Wisconsin Rapids as written and present a resolution to County Board. Motion carried unanimously.

County Clerk Cepress reviewed her Letter of Comments.

Maintenance Manager Van Tassel reviewed his Letter of Comments. The Maintenance Department is now fully staffed with the addition of Ben Karbowski. The outside transformers are currently being installed. Since no bids were received on the Airport Avenue property after the open house, the bid deadline has been extended to March 23rd. The sound system will be installed soon in the River Block auditorium, and the tables and folding chairs from Courthouse conference room 114 will be moved to River Block and replaced with new furniture.

The Committee reviewed the recommendations of the Ad Hoc Property Committee. Demolition has begun on the vacated Emergency Management offices on first floor of the Courthouse in anticipation of relocating Emergency Management back to that location. Discussion was had regarding moving forward with relocating the Finance Department to River Block and leaving Human Resources in their current location in the Courthouse.

Motion (Clendenning/Henkel) to move forward with relocating the Finance Department to third floor of River Block. Motion carried unanimously.

Van Tassel presented a Design Build resolution. The resolution supports a change in legislation to raise the dollar limit thresholds on Class 1 notices and bidding requirements.

Motion (Rozar/Breu) to approve the Design Build resolution. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Risk Management Director Stelzer reviewed his Letter of Comments.

IT Director Kaup discussed her Letter of Comments, stating the IT Department continues to work on security awareness and programming for Planning & Zoning and the Parks Department.

Wellness Coordinator Fandre stated he continues to work with employees on biometric screenings and health assessments. Second quarter of the Wellness Program begins in April.

Treasurer Gehrt discussed her Letter of Comments. She presented updated estimates for remodeling in her Department.

Finance Director Cummings reviewed her Letter of Comments, stating payroll has moved to Finance and the last two payrolls have gone smoothly. The initial request, along with a second request for information from the IRS regarding their audit, was completed. The Committee discussed the lack of internal controls when departments add checking accounts without the knowledge of the Finance Department or the Treasurer. There was consensus that this practice is unacceptable. Chairman Wagner will send an email to department heads stating this fact and inform them of consequences if this practice continues. The current credit card situation was also discussed, as many departments have credit cards on their own instead of the County having a centralized procurement program. This issue will be discussed further at a future EC meeting.

Cummings presented a resolution to amend the 2017 Norwood budget.

Motion (Feirer/Clendenning) to approve the resolution to amend the 2017 Norwood budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to amend the 2018 Maintenance budget for remodeling expenditures for the Treasurer's Office.

Motion (Rozar/Feirer) to approve the resolution to amend the 2018 Maintenance budget for remodeling expenditures for the Treasurer's Office. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to create a full-time Accounts Payable Administrator position.

Motion (Clendenning/Breu) to approve the resolution to create a full-time Accounts Payable Administrator position. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Jordan Bruce and Brandon Vruwink presented a resolution, co-sponsored by the Health & Human Services Committee, for monies out of contingency for an HVAC upgrade at Edgewater Haven.

Motion (Clendenning/Breu) to approve the resolution for an HVAC upgrade at Edgewater Haven. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Department correspondence presented as outlined on the agenda.

Break at 9:50 a.m. Meeting reconvened at 9:58 a.m.

Human Resources (HR)

Patrick Glynn of Carlson Dettmann Consulting, LLC, presented recommendations as a result of the Wood County Market Review. This presentation was followed by a brief discussion of next steps. These steps will be discussed further at a future EC meeting.

Kim McGrath presented a resolution for the Career Advancement Policy.

Motion (Rozar/Henkel) to pass the Career Advancement Policy resolution to the County Board for consideration. Motion carried unanimously.

McGrath presented a resolution for the Copyright Liability Prevention Policy. Chairperson Wagner gave a brief overview of the background for creating this policy. A discussion regarding the Wood County logo commenced. Currently, the logo is not copyrighted; however, some Committee members and Department Heads would like to see it copyrighted. The County will look into copyrighting the Wood County logo.

Motion (Henkel/Pliml) to approve the Copyright Liability Prevention Policy resolution. Motion carried unanimously.

McGrath presented a joint resolution cosponsored by the Public Safety Committee, the Judicial and Legislative Committee, and the EC regarding the post-employment health conversion (PEHP plan) for elected officials. Peter Kastenholz, Corporation Counsel, provided legal input on the matter. Discussion ensued. Chairperson Wagner stated he does not believe this resolution should be approved because there is no tracking of time off for elected officials as they are treated differently.

Motion (Clendenning/Breu) to adopt the PEHP plan resolution for elected officials and send to the County Board. Motion failed. Voting no were Wagner, Rozar, Henkel, Feirer.

Motion (Henkel/Breu) to go into closed session at 11:25 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to consider an application for a leave of absence.

Roll call vote: Wagner: yes; Rozar: yes; Henkel: yes; Breu: yes; Feirer: yes; Pliml: yes; Clendenning: yes. Motion carried.

Motion (Rozar/Feirer) to return to open session at 11:29 a.m. Motion carried unanimously.

The Committee approved a personal leave of absence in closed session.

Agenda items for next meeting: None.

Next month's EC meeting is scheduled for Tuesday, April 3rd at 8:30 a.m.

A special EC meeting is being scheduled for Monday, April 16th in the afternoon for a presentation from The Horton Group regarding health insurance. It was noted that newly elected County Board Supervisors will be invited to attend.

Motion (Clendenning/Breu) to adjourn the EC meeting at 11:34 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

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Secretary

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