

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, July 5, 2016

TIME: 8:00 a.m.

PLACE: Centralia Center, 220 3rd Avenue S, #2, Wisconsin Rapids, Brehm Conference Room

PRESENT: Trent Miner, Hilde Henkel, Al Breu, Michael Feirer, Ed Wagner, Donna Rozar, Lance Pliml

OTHERS PRESENT (for part or all of meeting): Reuben Van Tassel, Michael Martin, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Warren Kraft, Jason Grueneberg, Heather Gehrt, Sue Kunferman, Doug Passineau, Brandon Vruwink, Bill Clendenning, Dennis Polach, Jordan Bruce, Peter Kastenholz, Shane Wucherpennig, Chad Schooley, Lori Heideman, Jodi Pingel, Doug Machon, Hillary Drake (Aspirus), Kristi Anderson and Corey Anfinson (Incourage), Randy Sikkema (Harwood Engineering), John Cain (Venture Architects), David Voss III and Sherry Wall (Miron Construction), Rae Anne Beaudry and Kelly Jagelski (Horton Group)

The meeting was called to order by Chairman Miner.

Public Comment – No public comments

Consent Agenda

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

Maintenance Manager Van Tassel reviewed his Letter of Comments with the Committee. Van Tassel informed the Committee that the Maintenance LTE employee, Brian Young, started working on June 20th and is doing well. Also the conference room (will be Room 114) reconstruction project should be completed by the end of this week.

Risk Management Director Stelzer reviewed his Letter of Comments.

Stelzer presented his Active Shooter Response Policy to the Committee and discussion was held including a request for the policy to go into more specifics with the suggestion that Stelzer work with Judge Brazeau and the Committee he heads that is addressing security issues within the Courthouse.

Stelzer also presented his 2017 Worker's Compensation Rate Reductions to the Committee.

Motion (Rozar/Henkel) to approve the 2017 Worker's Compensation Rate Reductions to go into effect January 1, 2017. Motion carried unanimously.

IT Director Kaup reviewed her Letter of Comments. The power outage which occurred on June 20th caused some server issues and the system was working on contingency through the Highway Department backup for about a week. IT continues to work with HR to fill the vacant Programmer position.

Kaup presented a resolution to the Committee to formally adopt the Mobile Device/BYOD Terms of Use Policy. Kaup stated that reimbursing employees who use their personal device for county business on a monthly basis would save the County the costs of purchasing phones and accessories. Employees

who use their personal devices will be subject to open record laws. IT can remotely wipe devices if the employee loses the device or leaves County employment.

Motion (Wagner/Pliml) to approve the resolution to adopt the Mobile Device/BYOD Terms of Use Policy. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Kaup presented a resolution to formally adopt an Employee Recruitment and Retention Policy. Discussion was held regarding the policy and how it was developed. Kaup stated that every department head was involved in the policy development, but the actual policy was drafted by four department heads. Wagner stated that the Judicial and Legislative Committee talked about the policy at their last meeting but were not given the actual written draft to review. The policy will be reviewed by all oversight committees one final time with the resolution returned to the Executive Committee at their August meeting.

Vacation accrual was discussed. HR Director Kraft stated a real time accrual program has been in the works over the last year and that HR is working with the IT Department to implement the program by the end of 2016.

Wellness Coordinator Joanis presented updates on the Wellness program. The 3rd quarter is wrapping up and Joanis will forward information to HR regarding those employees who earned incentives. Furthermore, Joanis stated she is continuing to work on tobacco policy implementation and has begun planning for the 2016-2017 Wellness Program.

Treasurer Gehrt reviewed her Letter of Comments. She also handed out information to the Committee regarding bids received for tearing down the structure located at 1411 1st Street North in Wisconsin Rapids. Kolo Trucking and Excavating was the lowest bidder, but would not be able to start the project until late August or September. Gehrt would like to put a “for sale” sign on the property for now to see if anyone would be willing to buy it. Consensus of the Committee was to accept Kolo’s bid and check with them to make certain the price quoted would be the same for August or September work before putting a “for sale” sign on the property. Kolo would also be told the County will attempt to sell the property during the month of July.

Treasurer Gehrt presented a resolution to sell a tax deeded property in the City of Wisconsin Rapids.

Motion (Breu/Feirer) to approve the resolution to sell the tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented a resolution to amend the DATCP 2016 budget for unanticipated revenues.

Motion (Rozar/Henkel) to approve the resolution to amend the DATCP 2016 budget for unanticipated revenues and forward same to the County Board for consideration. Motion carried unanimously.

Martin shared revised summaries of the 2017-2021 Capital Improvement Plan (CIP) with the Committee.

Break at 8:58 a.m.

Joint meeting with EC Subcommittee on Wisconsin Rapids Annex, River Block Building and Relocation of Courthouse Departments.

Joint meeting called to order at 9:07 a.m. by Chairman Miner.

Introductions were made. David Voss and Sherry Wall from Miron presented the River Block Renovation Budget with validated recommendations. Miner stated that the Subcommittee appointed has the authority to make final decisions regarding the River Block construction project. Discussion was held regarding upgrading the current electric heat system versus installing gas heat. Electric heat would be considerably more expensive than gas, based on current rate trends. Discussion was also held regarding the monies available to fund the construction. County Board had previously allocated \$3 million for improvements. Kastenholz pointed out that any money beyond that would need to go back to the County Board for approval. Kaup pointed out that the Miron budget did not include the \$294,000 needed for IT infrastructure. The Subcommittee will need to keep priority versus non-priority items in mind in order to stay within the \$3 million budget.

Greuenberg and Van Tassel gave updates on the Courthouse remodeling. The combining of conference rooms 113 and 114 will be finished by the end of this week. The County Clerk remodel on first floor is going well and the Clerk should be on schedule to occupy the space in September. Van Tassel is working with Dispatch and IT to develop designs for their square footage. Although there is no definitive pricing yet, both relocations will be expensive moves.

Motion (Clendenning/Breu) to adjourn the Joint meeting with Subcommittee on Wisconsin Rapids Annex, River Block Building and Relocation of Courthouse Departments at 9:52 a.m. Motion carried unanimously.

Executive Committee meeting reconvened at 9:56 a.m.

Martin led discussion on several 2017 budget parameters.

Rae Ann Beaudry from the Horton Group handed out information regarding the 2017 projected rates with and without reinsurance fees included, 2017 plan change options, and alternate TPA network comparisons. Beaudry stated there is an approximate 14% budget impact for 2017. Aggregate insurance was discussed. Beaudry would not recommend dropping that coverage.

Motion (Rozar/Breu) to redesign the County's insurance plan for 2017 to include changing PPO deductible to \$500/\$1,500, adding a \$100 single/\$200 family annual deductible to tier 2 and 3 prescriptions, and changing visit copayments to a split copayment of \$20 PCP/\$35 specialist. Motion carried unanimously.

Motion (Rozar/Wagner) to set initial health care increase at 9% for 2017 for the planning purposes of initial budget parameters. Motion carried unanimously.

Discussion was held regarding the 2017 wage schedule for budgeting purposes.

Motion (Wagner/Breu) for a 1% increase in wages for 2017 for planning purposes for the preliminary budgets. Motion carried unanimously.

Martin stated he has been working with Van Tassel to establish rent schedules for both River Block and the Courthouse so expenses for each building will be covered by the departments occupying them. Based on preliminary operating budget estimates for River Block, it was the consensus of the Committee to charge rent of \$12 per square foot to the departments occupying that building.

Martin presented what he sees as potential challenges to balancing the 2017 budget, including a likely decrease in general fund cash reserves below the 15% target and an increase in wages and fringes with little or no increase in revenues. Sales tax revenues were included in that list of challenges.

The 2017 debt issue was addressed. Finance is requesting guidance from the Committee as the County prepares for the 2016 borrowing process for the 2017 Highway projects and refinancing of the River Block purchase and remodeling/construction. The consensus of the Committee is that amounts borrowed would be based on initial resolutions of \$4,800,000 and \$5,000,000 respectively, for a period of 10 years, and that borrowing will occur in September 2016.

Finance Department correspondence discussed as outlined on the agenda.

Human Resources

HR Director Kraft updated the Committee on revised FLSA rules. Overtime rules take effect 12/1/16. A review (audit) of County positions is taking place and thus far, minimal impact on the budget is expected.

Motion (Feirer/Wagner) to go into closed session at 12:07 p.m. pursuant to §19.85 (1)(f), Wis. Stats., to discuss an employee(s) complaint(s). By roll call vote, every Committee member voted yes. Motion carried.

Motion (Feirer/Henkel) to return to open session at 12:17 p.m. Motion carried unanimously.

Motion (Rozar/Wagner) to adjourn the meeting at 12:18 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

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