

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 7, 2018

TIME: 8:00 a.m.

PLACE: Room 130, Wood County River Block

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

OTHERS PRESENT (for part or all of meeting): Nicole Gessert, Marla Cummings, Reuben Van Tassel, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Roland Hawk, Cindy Robinson, Amy Kaup, Heather Gehrt, Kim McGrath, Kelli Quinnell, Peter Kastenholz, Shane Wucherpfenning, Lacey Bell, Wendy Markworth, Chris Markworth, Dan Brandl, Travis Gaetz, Lance Pliml

The meeting was called to order by Chair Machon.

Public Comment

Supervisor Clendenning inquired as to why Chair Machon's Budget Parameter letter was not distributed to Board members. After a brief discussion, it was determined miscommunication occurred between Finance Director Cummings and Chair Machon as to whose responsibility it was to distribute the letter. Finance made copies and distributed the letter to Committee members during the meeting.

Consent Agenda

Supervisor Fischer requested the minutes from the July meeting (page 3) and the Finance monthly letter of comments be pulled from the Consent Agenda for discussion. Supervisor Clendenning also requested minutes (pages 2-4) and the Finance monthly letter of comments be pulled from the Consent Agenda for discussion. Supervisor Clendenning stated the Human Resources (HR) monthly letter of comments is a very good report and that HR is a busy department.

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

Supervisor Fischer asked for clarification regarding the decision by the Committee last month to eliminate merit pay. He questioned if this needs to be done by resolution. HR Director McGrath stated a resolution to eliminate merit pay will be brought to the September Committee meeting.

Supervisors Fischer and Clendenning requested clarification regarding Finance Director Cummings' Letter of Comments and why Finance is fixing input errors with payroll. Lengthy discussion ensued regarding whether payroll issues are data entry issues or software issues. Information Technology (IT) Director Kaup indicated data entry errors would not be corrected with software changes.

Motion (Clendenning/Fischer) to have Finance go forward with the implementation of the Dynamics payroll software. Motion (Clendenning/Fischer) to table the motion for further discussion at a meeting prior to the August County Board meeting. Motion to table carried unanimously. Motion tabled to said meeting.

Discussion regarding the previous Executive Committee's approval of migrating to Dynamics payroll software. IT Director Kaup explained Dynamics was not implemented due to the implementation not being "turn-key" as promised by Wipfli and having added costs on top of the price stated in the contract. Supervisor Curry requested clarification from Corporation Counsel Kastenholz regarding what action can now be taken without nullifying the entire original change of payroll. Corporation Counsel Kastenholz suggested seeking recommendations from the

IT, Finance, and HR Directors. Supervisor Fisher suggested it would be best to have these recommendations in writing prior to the special meeting.

Motion (Fischer/Rozar) to have the IT, Finance, and HR Directors provide narratives explaining their position on the current and proposed HR and Payroll software to the Committee at a meeting prior to the County Board meeting, August 21, 2018. The narratives will be included in the packet for that meeting. Motion carried unanimously.

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

Supervisor Mahon presented a request for approval of credit card in new County Clerk's name.

Motion (Rozar/Fischer) to approve a credit card in the new County Clerk's name. Motion carried unanimously.

Treasurer Gehrt presented an offer to purchase the 1010 Airport Avenue property for \$127,000.00 with earnest money, no contingencies nor realtor fees. Listing the property with a realtor was discussed and it was noted there are approximately 30 days left on the original 90 days the Committee requested the property be listed as "For Sale by Owner".

Motion (Rozar/Winch) to reject the offer to purchase. Motion carried unanimously.

Treasurer Gehrt presented a resolution to tax deed properties.

Motion (Clendenning/Fischer) to accept the resolution to tax deed properties. Motion carried unanimously.

Treasurer Gehrt indicated the sale of a vacant lot on 17th Avenue occurred for full price with the buyer paying all fees.

Finance Director Cummings inquired what format the Committee would like to view the budgets and what dates they would like to hold budget hearings. Discussion ensued. It was decided that the September Committee meeting will be an extended meeting to hold budget hearings. The September meeting was originally scheduled to take place at Nepco Lake but will be moved to the Courthouse to better accommodate departments. Finance Director Cummings will create a budget hearing agenda by departments.

Norwood Administrator Bruce presented a resolution to amend the 2018 Norwood budget for Crossroads expansion/remodeling project. The Health and Human Services Committee would like to move forward with a new Crossroads-type unit once the TBI unit moves to Edgewater Haven. The total of the improvements will be approximately \$40,000. There is approximately \$19,000 left over from the money designated to address the Ligature Risks: therefore, the request is for funds not to exceed \$25,000.

Motion (Clendenning/Polach) to approve the resolution to amend the Norwood Budget for Crossroads expansion/remodeling project. Motion carried unanimously.

Human Resources (HR)

HR Director McGrath presented a resolution for Merit Pay. McGrath explained this resolution is authorizing paying merit pay earned in 2017.

Motion (Rozar/Machon) to approve the resolution for merit pay. Motion (Clendenning/Polach) to table the resolution until after the resolution to eliminate merit pay comes before the Executive Committee. Voting no: Fischer, Winch, Rozar, Machon. Motion to table fails. Motion to approve the resolution for merit pay carried. Voting no: Polach, Clendenning (he would like to see the resolution to eliminate merit pay first).

HR Director McGrath presented a summary of the Health Reserve Fund for the last six years showing the decline in the Fund. Recently discovered, the reason for the decline is that the County is not budgeting enough per employee per year (PEPY) for health insurance. The Horton Group has provided a recommended budget amount PEPY annually; however, the amount budgeted has been significantly lower. Due to this, the PEPY budgeted amount is 16% below what it should be. McGrath's recommendation is, rather than increasing health insurance premiums by 3.08%, that premiums are increased by 7.5% to bring the budgeted PEPY back to what it should be. Supervisor Fischer stated he is willing to go along with the 7.5% increase if the Committee agrees to take a serious look into options to the Horton Group going into 2019.

Motion (Curry/Rozar) to accept the HR Director's proposed increase of 7.5% to health insurance premiums for 2019. Motion carried unanimously.

Break at 9:43 a.m. Meeting reconvened at 9:53 a.m.

Motion (Clendenning/Rozar) to go into closed session at 9:54 a.m. pursuant to §19.85(1)(f), Wis. Stats., to consider an application(s) for a leave of absence(s).

Roll call vote: Rozar: yes; Winch: yes; Fischer: yes; Curry: yes; Polach: yes; Clendenning: yes; Machon: yes. Motion Carried.

Motion (Polach/Winch) to return to open session at 10:05 a.m. Motion carried unanimously.

Supervisor Fischer requested that it be noted he would like the Committee to discuss insurance once the budget is completed.

Items for next agenda: Sale of Truck (CEED Committee)
Frac Sand Litigation legal bills
Current PEHP liability

The special meeting to discuss the Payroll and HR software will take place on Tuesday, August 21st at 8:00 a.m.

Next month's regular Executive Committee meeting is scheduled for Tuesday, September 4th at 8:00 a.m. and will be held at the Courthouse. This will be an extended meeting to accommodate budget hearings.

Motion (Fischer/Rozar) to adjourn the Executive Committee meeting at 10:14 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Human Resources agenda items 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.