

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 7, 2019
TIME: 8:00 a.m.
PLACE: Nepco County Park – Shelter Building
Wisconsin Rapids, WI

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

OTHERS PRESENT (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Public Comment – Maintenance Manager Van Tassel informed the Committee about an electrical power surge which occurred around 10:30 a.m. Monday, May 6th at River Block,. The electrical service provider for the building, Consolidated Water Power Company, experienced a ground fault at one of their substations. Van Tassel reported this created a momentary loss of power, followed by an electrical surge that caused significant damage to several of the building systems and equipment. Some of the affected items included the HVAC system, elevators, fire alarm, lighting, as well as other equipment. The damage, which caused the overheating of multiple surge protectors, triggered the fire alarm and resulted in the evacuation of the building. Employees were advised to work from alternate locations if possible. River Block was locked down for the remainder of the day while crews began evaluating the building to assess damage and ensure it was safe to resume operations the next morning. Van Tassel is working with Safety/Risk Manager Stelzer regarding the damage to property and is also looking into measures that may prevent similar incidents in the future.

Consent Agenda:

Supervisor Winch requested pages 16, 21, 35, 37, 38, 39, 43, 45, 49, and 50 be pulled from the consent agenda for discussion.

**Motion (Rozar/Curry) to approve the consent agenda, excluding the requested items pulled for discussion.
Motion carried unanimously.**

Answers to the above pages Supervisor Winch requested be pulled from the consent agenda follow:

Page 16 regarding the subtotals from the Detailed Income Statement, “Are those loses for the entire County”? Finance Director Cummings confirmed they are.

Page 21--“What is taking so long for the implementation of Planning & Zoning (P&Z) Sanitary Permit system”? P & Z Director Grueneberg responded the permit system is not a top priority item and is being worked on in between more urgent projects.

Pages 35 and 37—request for more clarification regarding garnishment payments listed in claims as well as the Horton Group consulting fees. The garnishment payments were explained, and HR Director McGrath explained the consulting fee payments to the Horton Group.

Pages 38 and 39--“Are we getting the lowest fees possible for phone services”? IT Director Kaup stated she frequently shops around for the best deals and carriers chosen are based on the needs of individual departments.

Pages 43 and 45—clarification requested regarding medical reimbursement charges for Workman’s Compensation listed on the Report of Claims for Safety/Work Comp. and Insurance and the March Specials on the Treasurer’s Report of Claims. Clarification given.

Pages 49 and 50 are agenda item #10.

Motion (Rozar/Fischer) to approve the pulled items from the Consent Agenda. Motion carried unanimously.

Chair Machon gave this update on the fleet vehicle program: the County is not communicating further with Enterprise. Supervisor Clendenning questioned whether other vendors may be considered for fleet vehicles. Human Services Director Vruwink indicated he has created a committee to research possible in-house and outside options. Supervisor Curry stated he would like to thank the department heads for their due diligence in communicating contract problems to the Committee.

Jason Grueneberg presented the draft of the Renewable and Sustainable Committee structure. He is looking for direction from the Committee as to which option they would like to go with or any changes they would like made.

Discussion ensued.

Motion (Clendenning/Curry) to choose option #1 for the Wood County Sustainable and Renewable Committee structure.

Clendenning stated the Committee should be County specific which would line up better with option #1. Rozar stated the 11 items under the roles and responsibilities of the Committee do not line up with option #1 and more with option #2. Fischer agreed the 11 items support option #2 so if we are more interested in option #1 we would need to change the roles and responsibilities. Curry indicated it is important to distribute this grant money soon so it would be best to table the motion and have Grueneberg bring back a new draft to the Committee.

Motion (Clendenning/Rozar) to table the motion until the next meeting. Motion carried unanimously.

Rozar indicated the draft should give a better idea of what the Committee will do, i.e. “what the charge of the Committee would be”. Fisher stated he would like the new draft to clarify the direction of the Renewable and Sustainable Committee.

Maintenance Manager Van Tassel reported the initial information provided to NREL resulted in some further questions. Answers have been provided and he expects to have a report from them by next meeting. This will give a snapshot of the possibilities for solar on County properties.

Jason Grueneberg reported he is working on a checklist which will be the final step for gold status for Sol-Smart.

Supervisor Rozar gave an update on the County strategic plan. The second survey results are in and will be reviewed. The number of responses for the second survey were consistent with the first survey.

Items 9a and b were inadvertently left on the agenda from the prior month.

Treasurer Gehrt presented 2 resolutions to sell a tax deed property back to former owners.

Motion (Clendenning/Rozar) to accept the resolutions to sell a tax deed property back to the former owners. Motion carried unanimously.

Treasurer Gehrt presented a resolution to accept offer of sale of tax deed property.

Motion (Clendenning/Fischer) to accept the resolution to accept offer of sale of tax deed property. Motion carried unanimously.

Director Cummings presented 5 proposals for Financial Advisor from Baird, Baker-Tilly, PFM, PMA, and Ehlers. Discussion ensued.

Motion (Rozar/Fischer) to have representatives from Baird, PMA, and PFM make presentations to the Executive Committee for consideration as the financial provider. Motion carried unanimously.

Director Cummings will schedule a special meeting with the Executive Committee for the above presentations.

Chief Deputy Dorshorst presented a resolution for the Sheriff's Department to manage the Drug Task Force Grant.

Motion (Rozar/Fischer) to accept the resolution for the Sheriff's Department to manage the Drug Task Force Grant.

Break at 9:28 a.m. Meeting reconvened at 9:38 a.m.

HR Director McGrath introduced Tim Deaton of the Horton Group who presented on the Health Insurance RFP responses. Mr. Deaton explained that RFPs were sent to eight vendors and seven responded. One respondent provided an incomplete submission, two declined to quote, and four provided proposals. Discussion regarding the responses ensued.

Motion (Rozar/Fischer) to change the administration of the Wood County health plan to Anthem effective January 1, 2020 contingent on performance guarantees being included in the contract. Motion carried unanimously.

Mr. Deaton then presented some preliminary estimates of per employee per year (PEPY) expenses for 2020. He will return in June with additional claims data and improved estimates for budgetary purposes.

McGrath stated the H & HS Committee requested the Facilities Manager job description be brought back to this Committee. McGrath explained only one item on the job description has been changed since it was brought to the Committee in March. This change was made to clarify what would happen if a conflict of opinion occurred between the Facilities Manager and the facility administrator. Discussion ensued. Supervisor Clendenning stated he would be voting "no" on this item because he does not believe the County needs a Facilities Manager. He believes those duties are the responsibility of the Administrative Coordinator.

Motion (Rozar/Fischer) to approve the Facility Manger job description. Motion carried. Voting "no" were Clendenning (reason stated above), Winch (no reason given), Polach (no reason given).

McGrath presented the draft Employee Policy Handbook previously distributed to the Committee members along with a red-lined version which shows the results of the legal review. McGrath explained the biggest change resulting from the legal review was to change the Complaint Resolution Process (CRP). The proposed CRP eliminates immediate supervisor and Executive Committee reviews and changes the County Board appeal to a paper review only. Discussion ensued. McGrath will bring a resolution to implement the Employee Policy Handbook to the June Committee meeting for consideration.

Motion (Clendenning/Rozar) to approve the Employee Policy Handbook and forward it by resolution to the full County Board for approval. Motion carried unanimously.

McGrath shared that RFPs for a Classification & Compensation Study were sent to 16 consultants in April. To date, three consultants expressed they will be submitting a proposal and two consultants stated they will not be submitting a proposal.

McGrath presented an option to the Committee to address the 20 positions identified as being significantly below market. These positions were identified as being less than 94% of market. She explained she added grades 19 and 20 to the wage plan and adjusted the positions to bring them up to market. The employees in the positions were placed at the step in their new grade closest to their current rate without going below their current rate. McGrath emphasized this is intended to bring the position "to market" rather than the individual employee to the market rate. The Committee directed McGrath to discuss this with the affected department heads to determine if the affected departments can absorb the increase in cost. The Committee asked McGrath to create a resolution and

bring it to a special meeting at 8:30 a.m. prior to the County Board meeting on May 21, 2019. Furthermore, McGrath was directed to include an explanation of how the identified positions in the resolution will be funded.

Chair Mahon asked the Committee how they would like to handle the CIP process this year. He explained that last year, he met with the department heads and Finance Director when discussing CIP requests. This year he will include the chairs of the oversight committees. The consensus of the Committee was to use the suggested process this year.

There will be a special meeting on May 21 before the County Board meeting at 8:30 a.m.

The next regularly scheduled Committee meeting is Tuesday, June 4, 2019 in room 206, River Block.

The Chair declared the meeting adjourned at 10:44 a.m.

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.