

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, February 6, 2018

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Michael Feirer, Hilde Henkel, Donna Rozar, Ed Wagner

VIA TELEPHONE: Bill Clendenning, Lance Pliml

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Lacey Bell, Brenda Nelson, Reuben Van Tassel, Cindy Cepress, Terry Stelzer, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Jason Grueneberg, Cindy Joosten, Brandon Vruwink, Cindy Robinson, Jordan Bruce, Steve Kreuser, Shane Wucherpennig, Chad Schooley, Kim McGrath, Kelli Quinnell, Ken Curry, Brad Kremer, Dennis Polach, Bill Winch

The meeting was called to order by Chairman Wagner.

Public Comment – Clendenning stated he requested a copy of Carlson Dettman documents from Warren Kraft and was told he could not have them because they were in draft form and not available. Clendenning questioned why documents regarding the wage study were not being made available to County Board Supervisors and more specifically, to Executive Committee members. Wagner stated he asked Carlson Dettman to put the report in a particular format and HR was tasked with attaching costing to the options being outlined. The final reports will be presented at the March Executive Committee meeting.

Consent Agenda

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

Discussion was held regarding the resolution for a communications tower on the UW Marshfield/Wood County campus. Rozar stated the Marshfield City Council approved the final document with a resolution with minor changes as outlined on page 33 of the packet.

Motion (Rozar/Feirer) to approve the resolution authorizing the placement of a communications tower on the UW Marshfield/Wood County Campus. Motion carried unanimously.

Discussion was held regarding the County policy for the effective date of pay raises. A policy is in place to specify when step increases take effect but not cost-of-living increases. Cost-of-living increases were budgeted for by departments to take effect January 1st. Finance Director Cummings stated it would be cleaner to put both increases in effect at the same time. Wagner directed that this be put into policy. Employees will receive back pay for the cost-of-living increase they did not receive for the first two weeks of 2018.

Supervisors Breu and Curry are in agreement that two additional members are needed on the Ad Hoc Property Committee to make it a five member Committee. Effective immediately, Chairman Wagner is appointing Joe Zurfluh and Michael Feirer to join the Committee.

Wagner led a discussion regarding the compensation plan for elected officials. With two elected positions up for re-election in 2018 (Sheriff and Clerk of Circuit Courts), now is the time to make changes to their salary if deemed necessary. Clendenning said he believes the newly elected officials should receive the same pay as their predecessors. It was the general consensus of the Executive Committee to not make any changes to the current salary of elected officials.

County Clerk Cepress reviewed her Letter of Comments with the Committee.

Maintenance Manager Van Tassel reviewed his Letter of Comments. Henkel requested an update on the Courthouse elevator. Van Tassel stated there are no issues as of today. Discussion regarding the need for a second elevator in the Courthouse was held.

The Committee reviewed the recommendations of the Ad Hoc Property Committee to relocate Human Resources and Finance to the River Block building and move Emergency Management into the HR offices in the Courthouse. Clendenning does not agree with relocating HR and Finance to River Block and would like to see the issue sent back to the now 5 member Ad Hoc Property Committee for further discussion. Pliml also stated the Departments should be kept in the Courthouse. Breu stated it is a space issue and there is available room at River Block.

Motion (Rozar/Henkel) to refer the above space needs back to the Ad Hoc Property Committee for further discussion. Motion carried unanimously.

Van Tassel has been in discussion with the US Marshall regarding Courthouse security with main issues being an upgrade to the Courthouse door access system to integrate it with the security cameras, securing the entrance to Branch 1 offices, reinstating locks on the Maintenance shop area, upgrading Courthouse cameras, security at employee entrances, metal detectors at the main doors, and every department having secure access. The Security Committee will be meeting again next week. Clendenning voiced he believes security should be the number one priority and that the Security Committee minutes should be in the public domain.

Risk Management Director Stelzer reviewed his Letter of Comments and stated he should be back full-time starting next week.

Stelzer presented a resolution to approve continuation of the self-insured Workers Compensation program.

Motion (Feirer/Henkel) to approve the resolution to approve continuation of the self-insured Workers Compensation program. Motion carried unanimously.

IT Director Kaup discussed her Letter of Comments, stating that everyone in the county has completed security training.

Kaup presented a draft of a Copyright Liability Prevention policy she has worked on with Corporation Counsel and Human Resources. It is believed that HR should champion this policy. Clendenning believes the Judicial and Legislative Committee should be handling this.

Wellness Coordinator Fandre stated he continues to work with employees on biometric screenings and portal signups.

Treasurer Gehrt discussed her Letter of Comments with the Committee. The bid packet for the Airport Avenue CBRF is being published in local newspapers today and will be added to the County's Facebook and web pages.

Gehrt presented a resolution to sell tax deeded property in the City of Marshfield.

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

Gehrt presented a resolution to amend the 2018 Treasurer's budget for additional expenditures to allow for remodeling of the Treasurer's office to elevate current issues outdated electrical, lighting and furniture.

Motion (Clendenning/Breu) to approve the resolution to amend the 2018 Treasurer's budget for additional unanticipated expenditures to remodel the office. Motion carried unanimously.

Finance Director Cummings reviewed her Letter of Comments, stating her department is working well with Human Resources and IT on moving payroll to Finance. Payroll Administrator Yang will be processing the next payroll. Wood County has received notice from the IRS that an audit of the 2016 payroll and 1099's for 2015 and 2016 is being requested. The 1099 audit is being prompted due to 1099's being sent out with missing or incorrect TINs. Cummings attempted to implement a policy 2 years ago requiring W9's be on file for all vendors before payment is made but received push back from several departments. She will be requiring W9's with all new vendor requests starting April 1st. As her current staff does not have time to dedicate to vendor maintenance and W9/1099 monitoring, she would like to propose adding a full time Accounts Payable clerk to the Finance Department to maintain vouchers and vendor files, in addition to the administration of procurement and encumbrance systems to monitor department budgets.

Cummings presented a resolution to amend the 2017 budget of Sheriff Electronic Monitoring.

Motion (Rozar/Breu) to approve the resolution to amend the 2017 budget of Sheriff Electronic Monitoring. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to amend the 2017 budget for the Humane Officer for the purpose of moving the budget year from a fiscal year to a calendar year budget.

Motion (Henkel/Feirer) to approve the resolution to amend the 2017 budget for the Humane Officer for the purpose of moving the budget year from a fiscal year to a calendar year budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to amend the 2017 budget for the Community Development Block Grant (CDBG).

Motion (Rozar/Henkel) to approve the resolution to amend the 2017 budget for the Community Development Block Grant (CDBG). The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution requesting out-of-state travel for the Deputy Finance Director for training.

Motion (Breu/Feirer) to approve the resolution to allow out-of-state travel for the Deputy Finance Director for training. Motion carried unanimously.

Discussion was held regarding the draft Carryover Funds Policy (Non-Lapsing) presented by Cummings. Pliml would like to delay any decision on this policy to allow for more time to review and Clendenning would like department heads to discuss and provide input. Cummings will get this on the agenda for the next department head meeting. Wucherpfenning stated he would like to establish a non-lapsing account to start a loan program for farmers for tilling equipment. His Department will be seeking donations to purchase the equipment and has already received some. Parks and Forestry has been soliciting funds to help pay for their Powers Bluff project. The consensus of the Executive Committee is to put a freeze on any new non-lapsing accounts until a policy can be put in place.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:15 a.m. Meeting reconvened at 10:25 a.m.

Human Resources (HR)

Kim McGrath reviewed the Monthly Letter of Comments. McGrath reported the payroll transition to Finance is proceeding smoothly.

McGrath presented job descriptions for the four restructured full-time positions in the HR department. Discussion ensued.

Motion (Feirer/Rozar) to post the Human Resources Director position as written in the presented job descriptions. Motion carried unanimously.

McGrath presented the draft Educational Reimbursement Policy. Discussion was held at length.

Supervisor Henkel excused at 10:45 a.m.

Motion (Rozar/Pliml) to approve the Educational Reimbursement Policy as presented. Motion carried, with Clendenning voting no.

Agenda items for next meeting: As previously noted during meeting

Next month's Executive Committee meeting is scheduled for Tuesday, March 6th at 8:30 a.m.

Motion (Rozar/Pliml) to adjourn the Executive Committee meeting at 10:53 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

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 secretary. Minutes in draft form until approved at the next EC meeting.