

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, October 6, 2020
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

PRESENT: Ed Wagner, Donna Rozar, Lance Pliml, Adam Fischer, Mike Feirer

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Ken Curry, Kimberly McGrath, Kelli Quinnell, Al Thurber, Ed Newton, Heather Gehrt, Jason DeMarco, Adam Fandre, Amy Kaup, Trent Miner, Brian Landowski, Jordon Bruce, Marissa Laher, Nick Flugaur, Jodi Pingel, Reuben Van Tassel, Sue Kunferman, Nancy Marti, Randy Dorshorst, Brandon Vruwink, Mary Schlagenhaft, Jo Timmerman, Jason Grueneberg, Mary Solheim, Steve Kresuer, MaryAnn Lippert, Eric Glinsky (Nationwide), Levi Lathen (Nationwide)

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

There was no discussion on any items in the Consent Agenda.

Motion (Fischer/Feirer) to approve the Consent Agenda. Motion carried unanimously.

Rozar brought forward a topic referred from the Health & Human Services (HHS) Committee regarding the mandatory presentation requirements tied to the Boston Mutual Whole Life Benefit. Rozar stated that Norwood Administrator Bruce expressed concerns over the mandatory presentation requirement. Discussion ensued. The consensus of the Committee was that if the mandatory presentation continues to include a virtual option, it was okay to continue with the requirement to ensure that this benefit is offered to County employees.

Pliml gave a brief overview of the opportunity to expand broadband throughout the County and the ability to leverage dollars to do so in the near future. Pliml explained that the cost of this expansion would be \$7 million. He further explained that \$5 million of that cost would be covered by the company, Bug Tussel Wireless, \$1 million would be provided by grants, and the remaining \$1 million will need to be provided by the County. Pliml introduced MaryAnn Lippert to continue discussing the opportunity. Ms. Lippert gave a brief background about the process to expand broadband throughout the County. She further explained the process going forward and that there needs to be someone coordinating the project locally, which she is already doing. Ms. Lippert proposed that the County contract with her to continue these services from now until the end of the calendar year for \$50/hour up to a maximum of 120 hours, plus travel and expenses. Discussion ensued at length.

Motion (Fischer/Feirer) to direct Chairman Pliml to work with the County Clerk on drafting a resolution to present to the full County Board. Motion carried unanimously.

Treasurer Gehrt presented a resolution to deed property back to the former owner.

Motion (Pliml/Feirer) to approve the resolution to deed property back to the former owner. Motion carried unanimously.

Wellness Coordinator Fandre gave a brief update to the Committee regarding Wellness-related activities.

Human Resources Director McGrath introduced Eric Glinsky, the local Nationwide Retirement Specialist that works with Wood County. Mr. Glinsky, along with Levi Lathen, Nationwide Program Director, gave a presentation regarding the Nationwide Deferred Compensation Benefit. Discussion ensued. No action was taken by the Committee, the presentation was considered as informational purposes only at this time.

Safety & Risk Specialist Flugaur presented a revised Safety Manual and explained the changes made to the Committee.

Motion (Rozar/Feirer) to approve the revision to the Safety Manual. Motion carried unanimously.

McGrath gave a brief update on the Classification and Compensation Study. McGrath stated that Patrick Glynn, Carlson Dettmann Consultant, would be meeting with her on October 12th to wrap up any final changes to the proposed wage structures, establishing an employee communication schedule, and putting together a process for appeal procedures following adoption of the plans. Discussion ensued.

Finance Director Thurber explained that the County will not be participating in the Payroll Tax Deferral program.

Thurber briefly discussed the interfund balance between the Health Fund and the General Fund.

Thurber presented about the 2021 budget and preliminary levy. Thurber stated that there is a projected \$4.6 million deficit, and in 2021, there is a projected \$6.3 million deficit. Thurber explained that operating expenses are driving the deficit, specifically payroll expenses. Thurber presented the concept of implementing a hiring freeze immediately to attempt to reduce expenses yet in 2020. Pliml stated that he spoke with Corporation Counsel Kastenholtz and determined the best course of action would be to send a letter to Department Heads asking them to hold off on filling vacant positions. Discussion ensued at length regarding the budget deficit and possible options to reduce expenses.

The consensus of the Committee was for Pliml to draft a letter to Department Heads regarding a hiring freeze through the end of the year. The Committee will meet prior to the next County Board meeting to put together the guidance in the form of a resolution. Thurber will set a meeting to discuss the budget deficit with Department Heads immediately.

Feirer excused at 11:27 a.m.

There will be a special Operations Committee meeting at 1:00 p.m. on October 15th.

Chair Wagner thanked Thurber and Deputy Finance Director Newton for the long hours they have put it on the budget so far.

The meeting was adjourned by Chair Wagner at 11:29 a.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.