

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Monday, January 7, 2018  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Courthouse, Room 114  
Wisconsin Rapids, WI

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

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

The meeting was called to order by Chair Machon.

**Public Comment** – Chair Machon spoke to the Committee about what he is currently working on under the administrator role.

- Met with Supervisor Curry, Jason Grueneberg from Planning & Zoning and Nancy Turyk from U.W. Extension to discuss Economic Development.
- Will be meeting with Maintenance Manager Van Tassel and a couple realtors to discuss the 12<sup>th</sup> Street property for sale from the county.
- Met with HR Director McGrath and Maintenance Manager Van Tassel regarding a Maintenance Planner role.
- Meeting with the new Wisconsin Rapids Convention and Visitors Bureau Director about economic development.
- Has attended AODA meetings and communicated with Human Services Director Vruwink and Supervisor Rozar regarding the use of county transportation for participants to meetings.

Supervisor Clendenning stated that Chair Machon's comments should be included in the minutes for the County Board packet.

**Consent Agenda:**

Supervisor Clendenning requested that pages 10,11,12,13,14,19 and 21 be pulled from the consent agenda for discussion.

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

Clendenning asked for clarification regarding the Finance Director's meeting with the Maintenance Manager regarding Purchasing.

Clendenning questioned the packet inserts regarding Government Finance Officers Association (GFOA). Cummings stated the information was part of this organization that the county belongs to.

Clendenning asked for an update from HR Director McGrath regarding the updates to the employee handbook. Director McGrath stated she will be bringing a draft handbook to the Committee for the March meeting.

Clendenning questioned the IT Director's letter of comments regarding the continued software needs for the expanded well water testing program. Director Kaup indicated she is continuing to work with the Health Department on this item.

Clendenning indicated he believes the Clerk of Courts should have gone to her committee first before meeting with the Maintenance Manager per his letter of comments. He indicated he is frustrated with the process.

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

Nancy Turyk from U.W Extension and Jason Grueneberg from Planning & Zoning gave update on the SolSmart certification process. Discussion ensued.

**Motion (Clendenning/Rozar) to proceed with SolSmart certification for Wood County. Motion carried. Voting no: Fischer because they haven't spoken with local municipalities first.**

Nancy Turyk reported she has begun meeting with department heads regarding strategic plans. A presentation will be made at the February County Board meeting.

Director Kaup stated one of the three Printer/Copier management programs is up for renewal so her Department has begun to review other vendor contracts. Discussion ensued.

**Motion (Curry/Rozar) to proceed with the resolution regarding switching the current Printer/Copier management program. Motion failed.**

**Motion (Curry/Polach) to table the resolution until the February meeting in order to have time to get department head feedback. Motion passed unanimously.**

Treasurer Gehrt stated Adam Tegen from the City's Rapids Rediscover program emailed her regarding their vacant property program. No dialog has been exchanged. She will provide additional information once it is received.

Treasurer Gehrt presented a resolution to sell a tax deed property.

**Motion (Fischer/Rozar) to accept the resolution to sell a tax deed property. Motion carried unanimously.**

Finance Director Cummings indicated the Dynamics program currently being used is two versions behind. An update will occur later this month.

Director Cummings indicated she has met with most committees regarding the consolidation of the Amazon accounts.

Director Cummings sent out a webinar invitation to all department heads regarding a presentation from US Bank on the topic of a County credit card. She indicated she will coordinate with US Bank to present to Committee in February. Supervisor Rozar stated that Cummings should also reach out to WoodTrust Bank.

Director Cummings reported she met with approximately 25 fiscal employees to gather SWOT analysis regarding accounting practices. She presented resolution #16-2-1 from February 16, 2016 which details a Wood County Accounting Policy. Discussion ensued. It was determined the Committee will review the policy details and follow-up with ways to implement the policy with oversight Committees input.

HR Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton presented an overview of health plan total spend, large claim strata, and renewal projections. At the request of the Committee, Mr. Deaton discussed the timeline for going to market for health insurance, stop loss, and prescription plans. The impact of retirees on claims costs was discussed. Mr. Deaton also discussed with the Committee the client experience The Horton Group provides to Wood County and what that all entails.

**Motion (Rozar/Clendenning) to commission Tim Deaton from The Horton Group to explore options in the market for health insurance, stop loss, and prescription plans through an RFP process. Motion carried unanimously.**

McGrath presented the draft job description for the Administrative Coordinator and explained it has come from the Judicial and Legislative Committee (JLC). JLC has reviewed the draft as well as Corporation Counsel. Supervisor Clendenning asked whether the County Board Chair/Administrative Coordinator has a budget and it was determined that the funds for the Administrative Coordinator's supplies (such as a computer, phone, and printer) come from the County Clerk's budget. Additional discussion regarding the job description ensued. Supervisor Fischer stated there is a larger, philosophical conversation that needs to happen regarding the long-term plan on whether the County should hire an Administrative Coordinator or a County Administrator. Multiple supervisors questioned whether the Administrative Coordinator should be the County Board Chair, as it currently is or if it should be a stand-alone position. This stand-alone position could be an externally hired individual or an individual appointed (such as a Department Head, County Clerk or Corporation Counsel).

**Motion (Fischer) to put the discussion of having an Administrative Coordinator or a County Administrator on the agenda of a future meeting. Motion failed due to lack of a second.**

Supervisor Clendenning stated he will be putting the Administrative Coordinator job description on the next Judicial and Legislative Committee meeting agenda.

Agenda items for next meeting: Wage Plan Discussion  
WCA Health Insurance Presentation (if presenter is available)

Ongoing monthly agenda item: Administrative Coordinator's Activity Report

The next Executive Committee meeting will be January 29, 2019 at 8:00 a.m. at River Block in the Health Department EOC.

The Chair adjourned the meeting at 10:25 p.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
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.