

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 05, 2017
TIME: 8:30 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT (for part or all of the meeting): Warren Kraft, Heather Gehrt, Amy Kaup, Reuben Van Tassel, Marla Cummings, Brandon Vruwink, Jordon Bruce, Stephanie Gudmunsen, Cindy Cepress, Steve Kreuser, John Peckham, Adam Fandre, Kimberly McGrath, Lacey Bell, Dennis Polach, Marion Hokamp, Adam Fischer, Tim Deaton (Horton Group)

The meeting was called to order by Chairman Wagner.

Public Comment- Chairman Wagner announced that the February Executive Committee meeting date might need to be rescheduled due to a conflict. He also shared that Department Head Terry Stelzer was hospitalized yesterday.

Consent Agenda

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

Discussion was held regarding the homeless shelter in Marshfield. Chairman Wagner shared that St. Vincent DePaul decided to close the shelter and there are three different groups interested in taking over its operations. There is a meeting tonight in Marshfield with each of the three organizations. At this point, Wood County Human Services, within their purpose and mission, will continue to provide services to individuals or families impacted by the shelter closing. There is no formal request for anything further.

Discussion was held regarding the communications tower on the UW Marshfield/Wood County campus. At this point, Verizon is reprioritizing tower locations. They would like a contract in place if this location moves to the top of the list and are therefore, requesting a contract to hold the property for \$5,000 per 2 years for up to 4 years.

Motion (Feirer/Breu) to accept the resolution to move forward with a lease for the location of a communications tower on the UW Marshfield/Wood County campus and forward that resolution to the County Board. All ayes except for Supervisor Clendenning who is opposed, stating he disagrees entering into negotiations on behalf of the County without prior authorization. Motion passes. The Committee was reminded that the UW Marshfield/Wood County Commission is an independent governing body that operates without the need for consent of the legislative body/bodies that created the Commission.

County Clerk Cindy Cepress reviewed her letter of comments. **Motion (Feirer/Rozar) to accept the letter of comments. Motion carried unanimously.**

Maintenance Manager Reuben Van Tassel reviewed his letter of comments, adding that the annual fire alarm testing is complete. Furthermore, he reported that the elevator locked up unexpectedly yesterday. There was extensive discussion regarding Courthouse. He also sought Committee input regarding snow removal on the sidewalks around the Elks parking lot. Two sidewalks are shoveled and iced, a third is not maintained.

Motion (Rozar/Feirer) to give authority to amend the contract to include snow removal of three sidewalks. All ayes except for Supervisor Henkel, who was opposed, stating she disagrees with going against the recommendation of Corporation Counsel. Motion carried.

Risk Management Director Stelzer was absent. His letter of comments was reviewed. There was discussion about the transition plan during his medical leave.

The IT Letter of Comments was reviewed. IT Director Kaup gave an update on the recent phishing campaign, computer-based security training, the security awareness newsletter, and phone system issues.

Motion (Henkel/Breu) to accept the Social Media Campaign and present to the County Board. Motion carried unanimously.

Wellness Coordinator Fandre is preparing for the new 2018 Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. Gehrt stated she would like to negotiate with the Sheriff's Department regarding a request to utilize County-owned vacant property for Search and Rescue Training in exchange for the services of a deputy accompanying her to vacant county-owned properties.

The Finance Department Letter of Comments was reviewed. Finance Director Cummings reported that the payroll project is underway with Wipfli. Deputy Finance Director Lacey Bell was introduced.

Motion (Rozar/Clendenning) to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2017. Motion carried unanimously.

Motion (Rozar/Henkel) to amend the 2017 budget for County Aid to Libraries for the purpose of funding higher than anticipated expenditures. Motion carried unanimously.

Motion (Feirer/Breu) to amend the 2017 budget for the Humane Officer for the purpose of funding higher than anticipated expenditures. Motion carried unanimously.

Motion (Feirer/Rozar) to seek County Board approval to amend the 2017 budget of Building Numbering Identification for additional expenditures that were not anticipated during the original budget process. Motion carried unanimously.

Motion (Feirer/Rozar) to amend the 2017 budget for the Emergency Management Admin function for additional expenditures that were not anticipated during the original budget process. Motion carried unanimously.

Motion (Breu/Feirer) to amend the 2017 budget for Finance for the purpose of funding higher than anticipated expenditures. Motion carried unanimously.

Motion (Rozar/Henkel) to amend the 2017 budget for Information Technology and PC replacement for expenditures that were not anticipated during the original budget process. Motion carried unanimously.

Motion (Henkel/Breu) to amend the 2017 budget for the expenditures incurred in 2017 related to the General Obligation debt issuance costs for the 2018 capital projects. Motion carried unanimously.

Motion (Clendenning/Breu) to amend the 2017 budget of various Highway functions listed for additional expenditures of \$571,790 not anticipated during the original budget process. Motion carried unanimously.

Motion (Rozar/Henkel) to amend the 2017 WIC Grant budget for additional revenue and expenditures unanticipated during the original budget process. Motion carried unanimously.

Motion (Rozar/Breu) to amend the 2017 Healthy Smiles Grant budget for additional revenue and expenditures unanticipated during the original budget process. Motion carried unanimously.

Motion (Clendenning/Breu) to go into closed session at 10:00 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to:

- **Discuss compensation with regards to recruitment of the Outpatient Psychiatrist position**

Roll call vote: Henkel: yes; Feirer: yes; Pliml: yes; Breu: yes; Clendenning: yes; Rozar: yes; Wagner: yes. Motion carried.

Motion (Pliml/Henkel) to return to open session at 10:29 a.m. Motion carried unanimously.

Human Resources (HR)

Human Resources Director Warren Kraft reviewed the Department's Monthly Letter of Comments. He reported that conversations with Wipfli are on hold until a confidentiality agreement is signed. A draft agreement is currently being reviewed by Corporation Counsel.

Director Kraft shared that there will be a special Executive Committee meeting held on Tuesday, December 19th after the County Board meeting to discuss the deputy's grievances. Prior to that meeting, he will send a summary with background information to Committee members.

Director Kraft reminded the Committee of the Educational Reimbursement Policy, which will be discussed at the January meeting. Committee members should present the previously distributed memo to their oversight committees for review with their respective department heads and committee members with comments in writing to the Executive Committee.

Director Kraft introduced Tim Deaton of The Horton Group. Tim presented the 2016 and 2017 Medical Loss Ratio reports, 2014-2017 Claims Strata, and the 2016 and 2017 Plan Change Impact Analysis.

Motion (Henkel/Clendenning) to go into closed session at 11:05 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to:

- **Review Performance Evaluations of Department Heads of the Finance, Human Resources, Risk Management, IT, and Maintenance departments.**

Roll call vote: Henkel: yes; Feirer: yes Pliml: yes; Breu: yes; Clendenning: yes; Rozar: yes; Wagner: yes. Motion carried.

Motion (Pliml/Henkel) to return to open session at 12:29 p.m. Motion carried unanimously.

Next month's regular Executive Committee meeting is scheduled for Tuesday, January 2, 2017 at 8:30 a.m. in room 114.

February's regular Executive Committee meeting is scheduled for Tuesday, February 6, 2017 at 8:30 a.m. in room 114.

Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 12:35 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

All minutes taken and prepared by Kimberly McGrath. All minutes reviewed by the Executive Committee secretary.

Minutes are in draft form until approved at the next Executive Committee meeting.