

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, July 13, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

PRESENT: Ed Wagner, Donna Rozar, Adam Fischer, Mike Feirer, Lance Pliml (via Webex)

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Jake Hahn, Ken Curry, Allen Breu, Kim McGrath, Kelli Quinnell, Marissa Laher, John Peckham, Ed Newton, PaNya Yang, Roland Hawk, Reuben Van Tassel, Jason DeMarco, Amy Kaup, Sue Kunferman, Chad Schooley, Adam Fandre, Jodi Pingel, Trent Miner, Cheryl Krohn, Nick Flugaur, Mary Solheim, Kyle Theiler, Brandon Vruwink, Mary Schlagenhaft, Amy Beathard, Tim Deaton (The Horton Group)

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

There were no public comments.

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

Pliml shared that there are additional grant funds available for the broadband project. Pliml stated that Bug Tussel is requesting permission to pursue the grant on behalf of Wood County.

Motion (Rozar/Fischer) to grant permission to Bug Tussel to pursue the grant opportunity. Motion carried unanimously.

Pliml provided the Committee with additional information about the ARPA funds. Pliml stated that the general guidance he is hearing from the Department of Treasury is to wait on spending and be patient. The County has until 2024 to decide how to use the funds and until the end of 2026 to spend it. Finance Director Newton stated that he has attended many webinars and he is hearing the same thing. Discussion ensued.

Wellness Coordinator Fandre provided a brief update on Wellness Program activities.

Deputy Treasurer Krohn presented a resolution to sell tax deed properties.

Motion (Fischer/Feirer) to approve the resolution to sell tax deed properties. Motion carried unanimously.

Finance Director Newton gave an update on Finance Department activities. Newton stated that Michelle Weiler has been hired to fill the Payroll Administrator vacancy and began employment the previous week. He further stated that the Finance Department is working on entering new wage information for employees with the implementation of the new wage plan occurring on July 1st. The Finance Department will work with the IT Department to get this information pulled into Questica.

Chair Wagner explained that the total amount of CIP requests from departments totals \$5.1 million. Wagner shared that the consultant from the jail study had programmed in \$3.5 million each year for spending on additional CIP, aside from the jail borrowing. He explained that the \$3.5 million was already figured in to the tax rate. Wagner, Pliml, and Newton met and agreed that a CIP limit of \$3.5 million would be appropriate as it was already calculated into the tax rates. Wagner asked standing committee chairs to work with the departments that report to them to reduce CIP requests to meet this

lower threshold. Discussion ensued at length, including a discussion of possibly utilizing ARPA funds to offset some projects.

Motion (Rozar/Feirer) to approve the initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$3.5 million for High Projects and Capital Improvement Projects. Motion carried unanimously.

Newton provided the Committee with a debt timetable and stated that he would continue to provide this going forward.

Wagner stated that 2022 budget discussions are beginning and that work will begin over the next month to determine health insurance cost, CIP costs, and potential COLA increases for wages.

Tim Deaton, of The Horton Group, provided updated claims and projection information to the Committee. Mr. Deaton explained that, currently, the projected increase in the Per Employee Per Year (PEPY) cost in 2022 is 0.95%. Discussion ensued. Wagner requested that HR Director McGrath look into the cost of Wellness Programs with other organizations and report back to the Committee at the next meeting.

HR Director McGrath presented a draft Telework Policy that was developed by the Department Head Telework Work Group. McGrath explained that there is one highlighted sentence that there was difference of opinion in among the group. The sentence had to do with the percentage of the annual hours of work that would be required to be onsite for employees that telework. Discussion ensued at length regarding the percentage of annual hours that should be worked onsite.

Motion (Rozar/Feirer) to approve the Telework Policy with the sentence stating that 50% of annual hours should be onsite amended to 25% of annual hours. Motion carried. Voting no: Pliml.

McGrath shared a revised Wage Plan Policy and Recruitment & Retention Policy with the Committee. McGrath stated that the revisions to the policies were based on recommendations that Patrick Glynn from Carlson Dettmann had presented at the County Board meeting in September 2020.

Motion (Rozar/Fischer) to approve the Wage Plan and Recruitment & Retention policies as presented. Motion carried unanimously.

Items for next agenda: ARPA Funds
Health Insurance Presentation
2022 Budget Discussion
Feedback from standing committee chairs concerning CIP

The next regular Committee meeting is scheduled for August 3, 2021 at 9:00 a.m.

Break at 10:04 a.m. Reconvene at 10:15 a.m.

Motion by Rozar, second by Fischer, to go into closed session at 10:16 a.m. pursuant to 19.85(1)(c) Wis. Stats., for the purpose of discussing the completion of the introductory period of the Finance Director.

Roll call vote: Feirer: yes; Fischer: yes; Pliml: yes; Rozar: yes; Wagner: yes. Motion carried.

Motion (Fischer/Pliml) to return to open session at 10:21 a.m. Motion carried unanimously.

Wagner declared the meeting adjourned at 10:22 a.m.

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