

**OPERATIONS COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, November 2, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Ed Wagner, Adam Fischer, Mike Feirer, Lance Pliml

**EXCUSED:** Donna Rozar

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Kim McGrath, Kelli Francis, Ed Newton, Adam Fandre, Mary Schlagenhaft, Trent Miner, Sue Kunferman, Amy Kaup, Jason DeMarco, Marissa Kornack, Reuben Van Tassel, Brandon Vruwink, Mary Solheim, Nick Flugaur, Ray Bossert

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

There were no public comments.

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

Pliml stated that no new information has been received in regards to ARPA.

Wellness Coordinator Fandre provided a summary of the Wellness Program Aggregate Report to the Committee. Pliml commended Fandre on an excellent report.

Finance Director Newton provided a brief update on Finance Department activities.

Newton stated that there is no action needed today on the Tax Levy Resolution or the Budget Resolution. Newton stated that they will be presented at the public hearing on November 9<sup>th</sup>.

Newton explained that he and Deputy Finance Director Yang compiled the proposed CIP based upon the \$3.5 million that was authorized and the use of ARPA funds. Brief discussion ensued.

**Motion (Pliml/Feirer) to accept the recommendations put forth by the Finance Department in regards to the CIP and ARPA funding. Motion carried unanimously.**

Newton explained that Edgewater Haven is requesting to write-off bad debt in an amount exceeding \$50,000 which requires the approval of this Committee. Administrative Services Division Administrator, Mary Schlagenhaft, provided information to the Committee on the debts. Wagner stated that Rozar asked him to share that the Health & Human Services Committee was in strong agreement with the debt write-off.

**Motion (Fischer/Pliml) to approve the write-off of bad debt for Edgewater Haven. Motion carried unanimously.**

Human Resources Director McGrath provided a reminder about the performance evaluation process, including the due date of December 13<sup>th</sup>. The consensus of the Committee was to add the evaluations of the Finance and HR Directors to the end of the agenda at the regular December meeting and that self-evaluations are optional.

Agenda items for next meeting: Department Head Performance Evaluations

Pliml stated that he was going to be meeting with HR Director McGrath and IT Director Kaup in regards to cyber risk and security. He further stated that information will be going out to all employees in the near future regarding this.

Pliml asked McGrath to provide a brief overview of the Department Head Retreat scheduled for November 10<sup>th</sup>. McGrath shared that 36 Department Heads and managers are confirmed as attending and that 40 attendees are expected. Pliml shared with the Committee that Mark O'Connell, Andy Phillips, and Kyle Christianson are presenting at the retreat on various topics.

The next regular meeting is scheduled for Tuesday, December 7, 2021 at 9:00 a.m.

Wagner declared the meeting adjourned at 9:34 a.m.

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