

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, May 4, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Brad Hamilton, Ed Newton, Kim McGrath, Kelli Quinnell, Trent Miner, Jason DeMarco, Reuben Van Tassel, Amy Kaup, Sue Kunferman, Nick Flugaur, Nancy Turyk, Mary Schlagenhaft, Brandon Vruwink, Marissa Laher, Sarah Christensen, Steve Kreuser

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

There were no public comments.

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

Nancy Turyk discussed the Strategic Plan with the Committee. Turyk explained that the strategic plan includes guidance for the Committee to review it annually and update it as needed with a comprehensive review occurring every five years. Turyk offered options to the Committee on how to obtain Department Head feedback on the progress with the goals outlined in the plan. Discussion ensued. The consensus of the Committee was to have Turyk create a spreadsheet that Department Heads will contribute to with information on the progress of the goals. Turyk will bring the information gathered back to the Committee.

Treasurer Gehrt discussed the American Rescue Plan Act (ARPA) funds. Gehrt stated that there is still very little information available in regards to what the funds can be used for, however, she stated that the funds can be placed in an interest-bearing account. Gehrt is meeting with PMA to further discuss the depositing and holding of the funds. Discussion ensued.

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

Treasurer Gehrt presented a resolution to sell tax deed property.

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

Gehrt stated that the first quarter sales tax came in at 11% above where it was in 2020.

Interim Finance Director Newton gave an update on Finance Department activities. Newton stated that the audit began on May 3rd.

Human Resources Director McGrath explained the market comparable information for the Public Health Nurse (PHN) wage that was included in the packet. McGrath stated that the mid-point of the grade that the PHN's are placed in is within 2% of the average of the mid-point wages from the counties used as comparables, which places them in line with the market. She also explained the competitiveness of the health insurance and other benefits offered through Wood County compared to the others. Health Director Kunferman thanked the Committee for looking into this and stated that she would have liked to see the PHN's be reclassified, but that she understands the decision. Discussion ensued at length. The

consensus of the Committee was to keep the PHN's at their current placement in the new wage plan (Grade I).

McGrath stated that there is a request from a retiring employee to pay out an excess amount of vacation above the maximum of eight weeks (320 hours) which is outside of what is allowed by policy. The request is for three additional weeks (120 hours) to be paid out due to being unable to use vacation time during the COVID-19 pandemic. Pliml explained that he met with McGrath and the retiring employee because the Public Safety Committee approved a payout of five additional weeks, and they came to a compromise of three additional weeks to be more consistent with past practice and with budgetary impacts in mind. Discussion ensued at length. Treasurer Gehrt stated to the Committee that the payout of the excess of vacation would be an allowable use of the American Rescue Plan Act (ARPA) dollars.

Motion (Pliml/Rozar) to grant the payout of three additional weeks of vacation. Motion (Pliml/Fischer) to amend the motion to grant the full five weeks of vacation in excess of the maximum of eight weeks to be paid out based on the fact that the American Rescue Plan Act (ARPA) dollars will be available to cover the expense and due to the extenuating circumstances of COVID. Amendment carried unanimously. Amended motion carried unanimously.

Pliml provided information regarding the timeframe of redistricting to the Committee.

Items for next agenda: American Rescue Plan Act (ARPA) funds
CIP

The next regular Committee meeting is scheduled for June 1, 2021 at 9:00 a.m.

The July regular Committee meeting has been rescheduled to July 13, 2021 at 9:00 a.m. in order to accommodate the Health Insurance presentation from The Horton Group.

Rozar was excused from the meeting.

Motion by Fischer, second by Feirer, to go into closed session at 10:15 a.m. pursuant to 19.85(1)(c) and (e) Wis. Stats., to discuss the qualifications of the candidates for Finance Director.

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

Motion (Fischer/Pliml) to return to open session at 10:25 a.m. Motion carried unanimously.

Wagner declared the meeting adjourned at 10:26 a.m.

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