

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 5, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Peter Hendler, Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar

OTHERS PRESENT (for part or all of meeting): Terry Rickaby, Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Peter Kastenholz, Chad Schooley, Kathy Zellner, Kathy Alft, Lori Heideman, Brent Vruwink, Brandon Vruwink, Gus Mancuso

The meeting was called to order at 8:00 a.m. by Chairman Miner.

Public Comment – No public comments

Consent Agenda

Motion (Hendler/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Jason Grueneberg gave updates to the Committee and shared copies of the most recent floor plans for River Block which will be made available to the full County Board. He also provided the Committee with a project cost estimate from Ellis Construction and discussed components including HVAC, lighting and electrical upgrades, work outside of the building (i.e. updating the concrete sidewalks to accommodate handicap ramps and running fiber optic). The consensus of the Committee was to move forward with repair of the sewer lines and the sidewalk work. Grueneberg further informed the Committee that a working session with Venture Architects would be held that afternoon to discuss relocation of IT and Dispatch within the Courthouse.

Grueneberg stated that Venture will be prepared to do a presentation at the April 19th County Board meeting. He presented Venture's proposal for implementation of the River Block project. The Committee was in agreement that the County should continue working with Venture as they have knowledge of the County and its needs from past work.

Maintenance Employee Van Tassel reviewed the Department's Letter of Comments.

Replacement of the Courthouse chiller was discussed. The unit has reached the end of its usefulness and is in need of costly repairs as one compressor is currently non-functioning. Replacement of one compressor is about \$45,000 and four compressor replacements have already occurred. Purchasing a new unit will cost approximately \$222,000 and be 30% more efficient than the current unit, with a savings of approximately \$8,000 per year in electrical costs. A new unit will also qualify for a \$29,000 Focus on Energy rebate.

Motion (Rozar/Henkel) to approve proceeding with emergency replacement of the Courthouse Chiller. Motion carried unanimously.

Peter Kastenholz will draft a resolution regarding the above and will present the resolution at the April 19th County Board meeting.

Rickaby and Van Tassel discussed needed repairs to the jail A/C coil and pan. The pan under the A/C unit is rusting out and needs to be replaced, and the coil is leaking. A quote of \$14,000 has been obtained to remove the old coil and pan and replace it with a new coil and a stainless steel pan.

Due to the volume of records currently being stored in the Courthouse Annex building that need to be removed before demolition, Van Tassel acquired a price quote to purchase a 20 foot storage pod to house the records. The pod would cost \$1,700 which would be a cost savings compared to renting a similar unit. The pod could be placed outside the Annex building to be filled, then locked and moved to the Sheriff's Department parking lot for added security.

Rickaby and Van Tassel addressed the possibility of hiring an additional Maintenance Technician as workloads may increase substantially with the addition of the River Block building. If a significant increase in workload becomes apparent, the Committee will revisit additional Maintenance staff.

Maintenance Coordinator announced his retirement, with June 1, 2016 being his last day of employment. Chairman Miner requested a special meeting of the Executive Committee before County Board on April 19th to expedite the process of filling this vacancy.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments. IT continues to work closely with Human Resources on payroll issues and generating necessary reports for departments.

Cyber Security is on the agenda and will be discussed at the April 11th Public Safety Committee meeting.

Kaup presented a request to change the Programmer/Analyst position previously held by Jenny Corbett from 3/4 time to full-time status. She provided information showing the cost to do so, dependent on which step in the pay scale the employee started. Due to vacancies in IT, there is money in the 2016 budget to cover the increased cost. The Committee requested a draft resolution for presentation to the County Board.

Kaup announced that one of the Network Analyst positions has been filled by David Schreiber who joined the Department on April 4th. She continues to work with HR to fill the second Network Analyst opening.

Wellness Coordinator Joanis presented updates on the Wellness program. She updated the Committee on the designated smoking areas at various sites. The Wood County Annex and Health Center is requesting they keep their current smoking shelter which is for residents, and designate an area behind the building for employees. Maintenance has offered a shelter building currently not in use at the Courthouse that will be relocated for that purpose. It will be up to the Annex's oversight Committee to cover any costs for additional items being requested by the Annex relating to the designated smoking area.

Joanis has talked with the Highway Department regarding covered bike racks and signage for the Courthouse and River Block. They are able to construct the items at a reasonable cost. Peter Kastenholz will contact the Mead Witter Foundation to get approval to place a covered bike rack at the River Block building.

Treasurer Gehrt reviewed her Letter of Comments and gave an update on an eviction the County is currently working on.

Finance Director Martin discussed the General Fund working capital update. A request to carryover excess Parks & Forestry revenues for capital projects presented at the March meeting was revisited.

Motion (Rozar/Pliml) to approve the request of the Parks & Forestry Department to carryover excess revenues for capital projects. Motion carried unanimously.

Finance Department correspondence discussed as outlined on the agenda.

Break at 9:40 a.m. Meeting reconvened at 9:55 a.m.

Human Resources

Warren Kraft provided an update relating to the Human Resources Department's vacancies and the HRMS system. Brent Vruwink indicated the Child Support Agency had not been receiving a report that is used to submit reimbursements to the State for the Agency. The issue has been resolved, as has the Human Services Department's need for certain reports. Trent Miner questioned whether the payroll function should be in the Finance Department. It was also suggested that an option would be to contract out the payroll functions. Research and further discussion will take place in future meetings.

The post-hearing brief for a pending ERD complaint was filed and a decision will be forth-coming. An employee complaint is moving to the Impartial Hearing Officer step.

Motion (Henkel/Rozar) to adjourn the meeting at 10:05 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar, secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.