

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, February 2, 2016

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Hilde Henkel, Donna Rozar, Trent Miner (via video conference)

**EXCUSED:** Lance Pliml, Peter Hendler

**OTHERS PRESENT** (for part or all of meeting): Terry Rickaby, Reuben Van Tassal, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Sue Kunferman, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Kathy Roetter, Jo Timmerman, Cindy Joosten, Dennis Polach, Bob Moore (ICM).

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

**Public Comment** – No public comments

### **Consent Agenda**

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

Jason Grueneberg gave an update on the River Block building. The contract with Venture Architects has been signed and a kickoff meeting will be held February 18<sup>th</sup> with engineers touring the building in the morning and then a meeting with the Health, Human Services, IT, and Dispatch Departments in the afternoon. John Cain will be contacting these departments prior to the February 18<sup>th</sup> meeting. A project timeline should be in place by the end of next week. Grueneberg has met with several of the downtown businesses, all of whom seem receptive to having County offices move into River Block. In the near future, a walk-through with building inspectors from the City of WR is being scheduled as well as a meeting with the advisory committee (representatives from the Health, Human Services, IT, Dispatch, and Maintenance Departments) to look into the best way to handle an inventory of building contents.

Maintenance Coordinator Rickaby reviewed his Letter of Comments. The State has inspected the elevator at River Block and Rickaby is working with OTIS to get functioning phones in the elevator. He has met with Gappa Security Solutions to get a quote on getting River Block on the same key card system that the County already has in place. The City of WR is looking into the demolition of the Annex building. Rickaby will contact departments that are currently using the building for storage so they can come up with a plan for disposal or relocation of their files.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments. Kaup announced that the Network Administrator resigned and Kathy Reese has been promoted to that position. She will be interviewing candidates this week to replace Kathy and add a second Network Analyst. The IT Department has been working extensively with HR to get the issues with the new payroll system fixed.

Kaup informed the Committee that Wood County is now a part of a Cyber Security Response Team through the State. Erik Engel, Wood County Communications Coordinator, applied to be a member and has been accepted. This means that if Wood County should have an incident, the State will back the County and that training costs regarding cyber security will be 50% - 75% reimbursed.

It was noted that Wood County does not currently have a plan in place to deal with any county cyber-attacks. Since this is a critical issue of statewide importance, it is appropriate that Emergency Management (EM) develop a policy because the State Emergency Management has deemed that EM has authority over these types of incidents. The Committee, by consensus, referred this issue to the Public Safety Committee and directed the IT Director to work with the Emergency Management Director to develop a county policy dealing with cyber-attack response.

Wellness Coordinator Joanis presented updates on the Wellness program. There were 375 employee and spouse participants in the biometric screening which is up from last year. Joanis is working to straighten out billing issues with VNA, the company that administered the influenza vaccine.

Treasurer Gehrt expressed an interest in developing a written policy for securing properties that are tax deeded and become the property of the County. There is not a formal policy currently in place. She will work with the Maintenance Department to develop guidelines for securing newly acquired properties in a timely manner.

Treasurer Gehrt presented a resolution to sell several tax deeded properties.

**Motion (Henkel/Rozar) to approve the resolution to sell tax deeded properties. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Finance Director Martin presented a resolution to amend the 2016 budget for the purpose of funding the cost of new equipment for the Clerk of Courts from the contingency account.

**Motion (Rozar/Henkel) to approve the resolution to amend the 2016 budget for the purpose of funding the cost of new equipment for the Clerk of Courts from the contingency account. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Martin also presented a resolution to formally adopt the “Control Environment” portion of the Wood County Accounting Policy Statement.

**Motion (Henkel/Rozar) to approve the resolution to formally adopt the “Control Environment” portion of the Wood County Accounting Policy Statement. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Investment Advisor Bob Moore of ICM handed out the January 2016 Wood County Market & Portfolio Review. After giving an overview of the worldwide market, Moore went over the handout with the Committee. He advised watching the employment picture in Wood County and identifying the top 10 taxpayers and employers in the County and determine where they are at in their markets. He will be working closely with Martin and Gehrt with regards to Wood County’s future portfolio. Miner suggested that Finance provide Moore with a copy of the CAFR.

Finance Department correspondence as outlined on the agenda was discussed.

Break at 9:52 a.m. Meeting reconvened at 10:05 a.m.

## **Human Resources**

Kathy Roetter presented a resolution regarding the Human Services' Professional Ladder. The Health and Human Services Committee approved the resolution and forwarded it to the Executive Committee.

**Motion (Henkel/Rozar) to present a resolution regarding the Human Services' Professional Ladder to the County Board for its consideration and approval at the February County Board meeting. Motion carried unanimously.**

Ms. Roetter brought forward a resolution for two new FSET Case Manager positions. The North Central FSET program has experienced a tremendous growth through its nine months of operation and additional growth is anticipated. The positions are fully funded through a contract between Wood County Human Services Department and the State of Wisconsin Department of Health Services.

**Motion (Rozar/Henkel) to present a resolution creating two FSET Case Manager positions to the County Board for its consideration and approval at the February County Board meeting. Motion carried unanimously.**

Warren Kraft and Amy Kaup discussed the County's career advancement program. Ms. Kaup is pursuing advanced education related to her field of work and is requesting reimbursement of her fall 2015 coursework (tuition and books). The County's policy requires students, upon successful completion of each semester, to bring to the Executive Committee a copy of their transcript and invoice for eligible classes. This document will be placed in their personnel file.

**Motion (Rozar/Henkel) to approve an educational reimbursement for Amy Kaup of \$1,998.55, paid from the IT training account. Motion carried unanimously.**

Mr. Kraft announced that WPS and Aspirus joined together and formed a new health insurance company, Aspirus Arise. As soon as Human Resources received the information, Mr. Kraft put out an employee email blast. The employees will see no changes in health insurance coverage for 2016; however, there may be some impact in 2017. He will be working with The Horton Group this spring to learn more details.

**Motion (Rozar/Henkel) to go into closed session at 10:20 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss employee complaints.**

**Henkel: yes; Rozar: yes; Miner, yes. Motion carried.**

**Motion (Henkel/Rozar) to return to open session at 10:35 a.m. Motion carried unanimously.**

**Motion (Rozar/Henkel) to adjourn the Executive Committee meeting at 10:36 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically by Donna Rozar, secretary

*Donna M. Rozar*

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.