

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, June 7, 2016  
**TIME:** 8:00 a.m.  
**PLACE:** Room 115, Wood County Courthouse  
**PRESENT:** Trent Miner, Hilde Henkel, Al Breu, Michael Feirer, Ed Wagner, Donna Rozar (via video conference)  
**EXCUSED:** Lance Pliml  
**OTHERS PRESENT** (for part or all of meeting): Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Sue Kunferman, Brent Vruwink, Brandon Vruwink, Bill Clendenning, Dennis Polach, Steve Gerzmehle

The meeting was called to order by Chairman Miner.

**Public Comment** – No public comments

### **Consent Agenda**

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

Jason Grueneberg gave updates on the River Block and Courthouse remodel projects. Construction managers were interviewed for the River Block project and Miron Construction was chosen as the Ad Hoc Committee believed them to be the best fit with the aggressive timeline of the project. Miron has already met with Venture Architects and there is a walkthrough of the River Block building scheduled June 8<sup>th</sup>. Grueneberg hopes to have a better timeline for the project in place within the next week or two. Sewer line work has been completed in the building. Work continues to relocate departments that will be displaced in the Courthouse due to the IT and Dispatch relocation. The construction on the auditorium for the County Clerk's new office is scheduled to begin June 9<sup>th</sup>.

Discussion was held regarding forming an Ad hoc Public Property Committee for the River Block remodel. It was decided that the current Ad hoc Committee would be assigned this task. Clendenning would like to see a fifth person added to this Committee. Chairman Miner decided to leave the Committee at four members.

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

Discussion was held regarding combining Courthouse conference rooms 113 and 114 into one large room. Doing so would meet the long term need for large meeting space since the Auditorium will no longer be an option. Approximate cost for this project would be \$5,000, and construction could begin as early as June 13. It was the general consensus of the Committee that the Maintenance Department move forward with combining rooms 113 and 114 into one conference room.

Van Tassel proposed an idea to construct an outside non-smoking break area for Courthouse employees. The project would entail pouring a concrete slab under the trees on the north side of the building, adding steps and a handrail from the sidewalk to the slab, and refinishing an existing picnic table to put on the slab. Signage could be put up indicating that the area was for employee use only. Approximate cost of

this project would be \$5,500. It was the general consensus of the Committee that the Maintenance Department go ahead with this project.

Risk Management Director Stelzer reviewed his Letter of Comments. He may be looking at lowering some of the Work Comp rates for next year.

IT Director Kaup reviewed her Letter of Comments. The integration between the general ledger and the payroll software has been deployed. The contract with GCS for new tax software for the Treasurer has been signed and the system conversion has begun. The Norwood microwave link is up and online. Preparation for Windows 10 has begun as the County will be forced to upgrade April 2017.

Kaup shared copies of the HIPAA Security Risk Analysis Summary Report with the Committee. There are some areas that need improvement including having written policies in place that are reviewed annually and additional background checks for Maintenance employees and cleaning crew.

Kaup presented documentation to the Committee and requested education reimbursement for her spring 2016 coursework (tuition and books).

**Motion (Rozar/Wagner) to approve an educational reimbursement for Amy Kaup of \$2,443.99, paid from the IT training account. Motion carried unanimously.**

Wellness Coordinator Joanis presented updates on the Wellness program. There were 121 participants for the bike challenge in May. The next wellness challenge, Make Your Move, deals with ergonomic wellness and will begin next week. Tobacco free signs have been installed around the Courthouse and Joanis is working on getting signs in place at the other locations.

Joanis is working with Human Resources to ensure that employees who earned quarterly wellness incentives but are no longer employed with Wood County will still receive the incentive money they have earned.

Joanis presented a draft policy to the Committee regarding the purchase of sit/stand workstations and other ergonomic equipment. An ergonomic assessment can be requested by employees and an ergonomic specialist from Aspirus will complete an evaluation and make recommendations to the employee for changes and suggest equipment needs. The assessments will cost \$75 per hour. Sue Kunferman indicated that the assessment costs will be paid for out of the Wellness budget; however, if any new equipment is purchased that will be the responsibility of the department

**Motion (Henkel/Feirer) to approve the draft policy Purchase of Sit/Stand Workstations and other Ergonomic Equipment. Motion carried unanimously.**

Treasurer Gehrt reviewed her Letter of Comments and spoke about implementation of the new tax system.

Gehrt handed out packets to the Committee containing pictures of a tax deeded property at 1411 1<sup>st</sup> Street North in Wisconsin Rapids. The property is in very rough shape and Gehrt is requesting the guidance of the Committee on how to proceed. Because of the large amount of back taxes owed and the costs that would be incurred to bring the property back to an inhabitable state for sale, it may be more feasible to look into tearing down the structure. Steve Gerzmehle, who lives in the neighborhood, indicated there are people in the area willing to buy the land if the structure was removed. Gehrt has

contacted both Wood County Highway and the City of Wisconsin Rapids and neither one would be willing to remove the structure. Wagner suggested finding a private contractor to do so and then the County could sell the land and recoup at least a portion of its costs.

**Motion (Henkel/Breu) to approve the hiring of a private contractor to tear down the existing structure. Motion carried unanimously.**

Finance Director Martin presented the 5-year Capital Improvement Plan (CIP) for years 2017-2021.

**Motion (Wagner/Breu) to adopt the 5-year Capital Improvement Plan and forward same to the County Board for consideration. Motion carried unanimously.**

Martin reported that Wipfli was here in May to complete their on-site audit and that the audit went smoothly. The Finance Department is currently working on finalization of the 2015 CAFR (Comprehensive Annual Financial Report). Martin will present the CAFR at the next County Board meeting.

Martin led discussion regarding the 2017 budget calendar. Chairman Miner indicated that the letter to department heads on budget parameters and limits which is on the calendar to go out July 1<sup>st</sup> would be going out close to July 15<sup>th</sup>. Miner also requested that the budget hearings set for September 8<sup>th</sup> be tentatively moved to September 12<sup>th</sup>.

Finance Department correspondence discussed as outlined on the agenda.

Break at 9:34 a.m. Meeting reconvened at 9:40 a.m.

### **Human Resources**

Warren Kraft provided the Committee with an update regarding the payroll system. The payroll issues are dwindling down to single issues, rather than groups of issues. Still have some issues occasionally resurface, but the vendors have been more helpful in resolving them. Jodi Pingel has been hired as the Payroll and Benefits Coordinator.

Boston Mutual Life Insurance Company will be conducting open enrollment in the near future.

Mr. Kraft gave an update from the recent employee feedback meeting regarding various topics and answers to the group's questions.

The Department of Labor has issued new regulations effective December 1, 2016 regarding the salary threshold for exempt and non-exempt employees. Mr. Kraft has been working with department heads in reviewing job descriptions and conducting a duties test for affected employees. He will have the project completed by month's end, as this audit may have a budgetary impact for the 2017 budget.

The pay for performance policy was a proposal among the department head group recommending how employees will move along the pay plan steps and incentives to hire more experienced employees. The project is still in process. Currently an employee must have a satisfactory performance review to move forward one step. Want to explore looking at above average performance reviews to move forward a step. Discussed the status of the proposal and asked if all oversight committees had reviewed it. Shane

Wucherpennig, Lori Heideman, Doug Passineau and Amy Kaup will be meeting to finalize the guidelines for presentation to the Executive Committee.

Mr. Kraft explained there are a number of employees at Step 11 of the pay plan who are red-lined. There is a six and two-thirds percent space from Step 11 to the maximum. This year there is one eligible employee for pay for performance. The policy has not been finalized and he proposes that the Executive Committee consider using that range in additional steps. It would buy another year before more employees are eligible. Also suggested a merit bonus, but not build into the base wage. Consensus of the Committee was to provide a merit bonus that is not added to the base wage.

Mr. Kraft reviewed the Wage Plan Policy. Each June 1<sup>st</sup> there is a 30 working day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed, the employee may request their position be reevaluated, but must be supported by their supervisor and department head. The request is forwarded to Human Resources and then onto the consultant for evaluation, with the cost paid by the requesting department. The Executive Committee will review the recommendations regarding the appeal and has the final approval.

Mr. Kraft shared the Human Resources Department positions review. Angel Butler-Meddaugh has been promoted to Recruitment Coordinator. Angel will provide day to day coordination of the recruitment process. Warren intends to promote Wood County as an employer of choice. Angel's Administrative Assistant position is currently posted. Jodi Pingel joined the Human Resources Department as a temporary employee and is now the full-time Payroll and Benefits Coordinator.

**Motion (Feirer/Breu) to go into closed session at 10:30 a.m. pursuant to §19.85(1)(f), Wis. Stats., to discuss an employee(s) complaint(s).**

**Henkel: yes; Wagner: yes; Breu: yes; Feirer: yes; Rozar: yes; Miner: yes. Motion carried.**

**Motion (Henkel/Wagner) to return to open session at 10:40 a.m. Motion carried unanimously.**

**Motion (Breu/Rozar) to adjourn the Executive Committee meeting at 10:41 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.