

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 3, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar, Ed Wagner, Al Breu, Michael Feirer

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, Peter Kastenholz, Chad Schooley, Sue Kunferman, Brent Vruwink, Bill Clendenning, Dennis Polach, Joseph Zurfluh, Doug Passineau, John Peckham, Kathy Roetter, David Schreiber, Jason DeMarco, Cindy Cephress, Shane Wucherpfennig, Bill Winch, Doug Machon, Sylvia Wagner, Rae Anne Beaudry and Tim Deaton (The Horton Group)

The meeting was called to order by Chairman Miner.

Public Comment – No public comments

Chairman Miner called for nominations for vice-chair of the Executive Committee (EC). Rozar nominated Wagner. Chairman Miner called three times for other nominations. No other nominations were offered.

Motion (Feirer/Henkel) to close nominations and cast a unanimous ballot for Wagner. Motion carried.

Chairman Miner called for nominations for secretary of the EC. Pliml nominated Rozar. Chairman Miner called three times for other nominations. No other nominations were offered.

Motion (Wagner/Henkel) to close nominations and cast a unanimous ballot for Rozar. Motion carried.

Consent Agenda

Motion (Rozar/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. Sewer line work has begun, and cubicles have been dismantled and palletized to make renovation work easier. Work continues to relocate departments that will be displaced in the Courthouse due to the IT and Dispatch relocation. Grueneberg stated that the contract with Venture Architects should be signed by the end of the week. Pliml will be meeting with Mayor Vruwink to continue discussions regarding the parking situation.

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

Discussion was held regarding the hiring of a LTE for the Maintenance Department to help with day-to-day work requests in the midst of the River Block and Courthouse projects. It was the general consensus of the Committee that Van Tassel meet with Finance and Human Resources to move forward with posting and filling the LTE position.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments. The two new Network Analysts, David Schreiber and Jason DeMarco, were introduced to the Committee. DeMarco joined the Department on April 25th. IT continues to work closely with Human Resources on payroll issues and generating necessary reports for departments. Kaup stated she should be receiving the results from the HIPAA audit later this week.

County Clerk Cindy Cepress presented preliminary floor plans for her office which will be relocating to the auditorium on the first floor of the Courthouse. Cepress indicated the relocated space would not provide sufficient storage. The storage needs could possibly be met by utilizing some of the space vacated by the IT Department when they move to the second floor. Discussion was held regarding the hiring of additional staff in the Clerk's office to assist and direct the public as they enter the building versus having a security guard posted in the front entrance area. Wagner requested that Grueneberg be authorized to begin drawing down funds so that remodeling in the Courthouse could begin. There was Committee consensus that this authorization is appropriate.

Wellness Coordinator Joanis presented updates on the Wellness program. The Wood County Annex and Health Center has declined the offer from the Maintenance Department for the unused smoke hut at the Courthouse and will instead be utilizing the shelter they already have. A proposed Incentive Payout Policy was discussed wherein any employee who earned an incentive, but is no longer employed with the County would not receive the money. This is due to employees being taken out of the payroll system before quarterly incentives are paid out. Miner indicated his disapproval of such a policy. If the incentive was earned, it should be paid out regardless if the participant is a current employee or not. Wellness and Human Resources are to work together to come up with a solution to ensure payment of earned incentives.

Joanis indicated there is currently no policy in place dealing with the purchase of sit/stand workstations resulting in a wide range of prices being paid. She also explained the potential for purchasing ergonomic equipment that could do more harm than good if used improperly. Nate Weiler from Aspirus provided the Wellness Board with a list of recommended equipment. Wellness would like departments to purchase equipment from only an approved list of vendors, and only after Aspirus has done an assessment. Kunferman and Joanis will meet with Risk Management Director Stelzer to discuss the policy.

Joanis handed out and reviewed with the Committee the 2014-2015 Aggregate Wellness Data report.

Treasurer Gehrt reviewed her Letter of Comments and announced that Nanci Marti has accepted the position of Real Property Lister. This promotion leaves the Deputy Tax Lister position vacant. Gehrt has no plans to fill this position at this time.

Treasurer Gehrt presented a resolution to sell a tax deeded property in the City of Nekoosa.

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

Finance Director Martin presented an initial resolution for borrowing for the purpose of refinancing the purchase of the River Block building and the remodeling, construction, and improvement to the River block and the Courthouse buildings. Discussion was held regarding the impact on the tax levy.

Motion (Wagner/Pliml) to approve the initial resolution borrowing for the purpose of refinancing the purchase of the River Block building and the remodeling, construction, and improvement to the River block and the Courthouse buildings. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin also presented an initial resolution for borrowing for financing highway improvement projects. Doug Passineau presented the Highway Department's capital improvement projects plan to the Committee.

Motion (Rozar/Breu) to approve the initial resolution for borrowing for highway improvement projects. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin led discussion regarding tax levy for county-aid bridge construction. Wisconsin Statute 82.08 provides for a separate levy for the County's share of funding municipal bridges within the County. Municipalities file petitions each year for county aid for bridge construction. The County's levy for our share is to be segregated and placed in a non-lapsing fund, something the County has not done in recent years. It was the general consensus of the Committee to proceed with levying, using the provisions contained in Wisconsin Statute 82.08.

Finance Department correspondence discussed as outlined on the agenda.

Human Resources

Rae Anne Beaudry and Tim Deaton from The Horton Group provided the Committee with the WPS year-over-year report. Ms. Beaudry discussed the plan changes to the health insurance plan that have taken place over the years, as well as how the reserve fund is set up and the strategy in keeping it solid. In summary, the Aspirus network has been good for Wood County, claim costs have seen a small growth and being self-funded has been managed well. The question was asked if it is the right time to look at other networks due to the changes in the industry. Ms. Beaudry responded that time-to-time it is a good idea to invite vendors to see if they offer any value-added to the services we currently pay for.

Kathy Roetter presented a resolution from the Human Services Department regarding adding a Crisis Interventionist position to the Crisis Services. This position is mandated by the State to provide mental health/crisis assessments for emergency detainments, as well as follow up. The services provided by this position are billable; therefore, will cover the costs of the position. The resolution is being cosponsored by the Health and Human Services Committee.

Motion (Feirer/Breu) to approve the resolution from the Human Services Department and to forward to the County Board for review and approval. Motion carried unanimously.

Warren Kraft gave the Committee an update from the department head meeting. One topic discussed was recommendations regarding the pay plan. Recommendation for hiring would be: a) to allow up to a Step 6 (market point) if qualified, b) two weeks of vacation at hire, and c) move through the steps quicker. Chair Miner asked if the County is at a point where it can't attract qualified candidates with the pay steps. Shane Wucherpfennig said Amy Kaup, Doug Passineau, Lori Heideman, and he were going to be meeting and preparing a formal proposal to take to individual oversight committees for discussion and input, and then bring that proposal to the Executive Committee.

Agenda items for next meeting include an interview for the Maintenance Manager position on May 18, 2016, at 1:00 p.m. in closed session.

Motion (Henkel/Wagner) to adjourn the Executive Committee meeting at 11:00 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna 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.