

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, September 1, 2020
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

PRESENT: Ed Wagner, Donna Rozar, Lance Pliml, Adam Fischer, Mike Feirer

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kimberly McGrath, Kelli Quinnell, Al Thurber, Ed Newton, Trent Miner, Lisa Keller, Heather Gehrt, Jason Demarco, Reuben Van Tassel, Shane Wucherpennig, Craig Lambert, Adam Fandre, Cindy Joosten, Amy Kaup, Nick Flugaur, Jordon Bruce, Randy Dorshorst, Brandon Vruwink, Sue Kunferman, Marissa Laher, Chad Schooley, Mary Solheim, Steve Kreuser, Ashley Beard, Kayla Clark, Justin Fischer (Baird), Patrick Glynn (Carlson Dettmann Consulting)

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

There were no public comments.

There was no discussion on any items in the Consent Agenda.

Motion (Feirer/Pliml) to approve the Consent Agenda. Motion carried unanimously.

County Clerk Miner presented his department's 2021 budget to the Committee. Rozar asked if there are enough funds to cover the high cost of elections this year. Miner explained that the election fund is non-lapsing, so there are enough funds to cover it.

Motion (Rozar/Pliml) to move the 2021 County Clerk budget onto the full budget hearing. Motion carried unanimously.

Miner presented a draft resolution that would allow County employees to serve as poll workers and receive their regular wage for the time served as a poll worker. Miner explained that assistance from the National Guard to serve as poll workers is not guaranteed because an emergency needs to be declared in order for the National Guard to be available to serve in that capacity. He explained that this option would be a back-up in the case of a lack of poll workers. He further explained that he presented this draft resolution to the Department Head group and addressed specific concerns. Miner reminded the Department Heads and the Committee that the County is statutorily obligated to allow employees to work the election if they request to do so one week in advance. Discussion ensued. Several Committee members stated that they were not in favor of this resolution.

The draft resolution presented by Miner died without a proper motion.

Without objection, Chair Wagner moved the presentation from on 2020 capital borrowing from Baird to move forward on the agenda.

Justin Fischer from Baird presented regarding 2020 capital borrowing. Mr. Fischer explained that the County received an AA1 bond rating as a result of the Moody's Rating call. Wagner asked what kind of action Baird needed from the Committee. Finance Director Thurber stated that there was no action required, it was just an informative presentation. Clendenning asked if the presentation would be placed in the County Board packet. Wagner stated that he would request that the presentation be placed in the packet for the County Board.

Treasurer Gehrt presented her department's 2021 budget to the Committee.

Motion (Pliml/Feirer) to move the 2021 Treasurer budget onto the full budget hearing. Motion carried unanimously.

Gehrt presented a resolution for tax deeding properties.

Motion (Rozar/Fischer) to approve the resolution for tax deeding property. Motion carried unanimously.

Finance Director Thurber presented his department's 2021 budget to the Committee. Thurber explained that a planned retirement in his department will occur in 2022, so he has budgeted to set up a succession plan for that position. He explained that he budgeted for six months of a Financial Analyst in 2021 that would come on board and train through the budget season in order to take the position over fully in 2022.

Motion (Rozar/Feirer) to move the 2021 Finance budget onto the full budget hearing. Motion carried unanimously.

Thurber asked if there were any questions on the Income Statements. Thurber discussed his department focusing more on forecasting. Pliml stated that he was glad we are moving in the direction of being forward-looking with financials. Brief discussion ensued.

Wellness Coordinator Fandre gave an updated on Wellness activities to the Committee. He stated that he is working on planning flu shot clinics that are coming up and figuring out how to roll them out with COVID-19.

Human Resources Director McGrath stated that information regarding hierarchy within departments was shared with Department Heads recently. McGrath introduced Patrick Glynn, Carlson Dettmann Consultant, for his presentation.

Mr. Glynn shared that over the past couple of weeks, a lot has happened in regards to sorting out department hierarchies. He stated that there were only a couple of things left to wrap up with two different departments. Mr. Glynn shared a draft of the General County wage structure and the Nursing Home wage structure with the Committee. He further shared that the estimated costing has gone down slightly for implementation, however, there is the possibility that it will edge back up ever so slightly. Discussion ensued. Fischer asked when the Committee would have the documentation. McGrath stated that they were just sent via email to the Committee members.

Mr. Glynn stated that his current plan is to present at the County Board meeting on September 15, 2020 and then return to the October County Board meeting for the County Board to make a final decision.

Motion (Rozar/Feirer) to have Patrick Glynn of Carlson Dettmann Consulting give a presentation to the full County Board at the September 15, 2020 meeting. Motion carried unanimously.

Human Resources Director McGrath presented her department's 2021 budget to the Committee.

Motion (Rozar/Feirer) to move the 2021 Human Resources budget onto the full budget hearing. Motion carried unanimously.

The next meeting of the Operations Committee will be the budget meeting. The meeting is set for September 17, 2020 at 8:30 a.m. and will be in Conference Room 114 at the Courthouse.

The meeting was adjourned by Chair Wagner at 10:17 a.m.