# EXECUTIVE COMMITTEE

# MEETING MINUTES

**DATE:** Tuesday, January 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, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Sue Kunferman, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Shane Wucherpfennig, Kathy Roetter, Brent Vruwink, Joseph Zurfluh, Bill Clendenning, Dennis Polach, Mayor Zach Vruwink (City of Wisconsin Rapids).

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.**

Mayor Vruwink provided an update on the Market Street development. Wisconsin Rapids (WR) has acquired two-thirds of the property and is working on obtaining the last third. Site clearing is planned for fall of 2016 to make way for a multi-faceted development similar to the Riverfront project in Wausau. WR is interested in discussions with Wood County regarding the vacant annex building. The Committee expressed a willingness to work with WR to come to an agreement that would be mutually beneficial.

Maintenance Coordinator Rickaby reviewed his Letter of Comments. He also discussed a tax bill the County owes for a portion of the courthouse property. Arrangements will be made to pay the tax bill in full.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments, noting that the new payroll system is now in place and functional. She also reported that the CIS mobile project was implemented in December.

Wellness Coordinator Joanis presented updates on the Wellness program. She requested feedback from the Committee on ways to get department heads and supervisors more engaged in wellness initiatives and in turn, have them encourage their employees to participate. The topic will be put on the agenda and discussed at the next department head meeting.

Treasurer Gehrt presented her proposed change to the Department mission statement. Miner and Rozar requested that the term “treasury team” be replaced with the “Wood County Treasurer’s Office”.

**Motion (Rozar/Henkel) to approve the adoption of the new Treasurer’s Mission Statement with the name replacement. Motion carried unanimously.**

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

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

Finance Director Martin presented five resolutions to amend the 2015 budget in the areas of Human Services Community, Human Services Norwood, Health Department Healthy Smiles, Victim Witness-Crime Witness Rights, and Employee Health Benefits.

**Motion (Rozar/Hendler) to approve the five resolutions to amend the 2015 budget in the areas of Human Services Community, Human Services Norwood, Health Department Healthy Smiles, Victim Witness-Crime Witness Rights, and Employee Health Benefits. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

Land Conservationist Wucherpfennig presented a resolution to increase the Administrative Services 4 position from 80% to 100% and amend the 2016 budget for Land Conservation.

**Motion (Rozar/Pliml) to approve the resolution to increase the Administrative Services 4 position from 80% to 100% and amend the 2016 budget for Land Conservation. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Discussion was held regarding the River Block building which included the process for determining which departments will be relocated, calculating rent for departments moving to River Block, covering operating costs at the courthouse once departments are relocated, funding of initial costs to get the building ready, and other details related to readying the River Block building for occupancy. Jason Grueneburg contacted John Cain at Venture Architects and will be meeting with him later this week to tour the River Block building. Grueneburg, under the direction of the Executive Committee, will spearhead a working group with department heads to oversee the project. A meeting to update the Committee will be held January 19, 2016 before County Board.

Martin has a request by the Clerk of Courts to carryover appropriations to fund work stations; however, there are no unspent appropriations available. Funding will be addressed by a resolution to the Department’s 2016 budget.

Martin requested approval of the Control Environment portion of the Accounting Policy.

**Motion (Rozar/Pliml) to adopt the Control Environment portion of the Accounting Policy. Motion carried unanimously.**

Finance Department correspondence as outlined on the agenda was discussed.

Break at 9:35 a.m. Meeting reconvened at 9:52 a.m.

**Human Resources**

Warren Kraft provided an update regarding the implementation of Human Resources’ HRMS computer system. He acknowledged Amy Kaup’s assistance to the HR staff during this transition.

Kathy Roetter and Warren Kraft answered follow-up questions regarding the Human Services’ Professional Ladder.

**Motion (Rozar/Hendler) to direct the Human Services Director and Human Resources Director to develop a resolution regarding the Human Services’ Professional Ladder for presentation to the County Board for its consideration at the February County Board meeting. Motion carried unanimously.**

Mr. Kraft shared issues discussed at the recent employee feedback meeting. He will take a look at them and bring recommendations to the Executive Committee for discussion at a future meeting.

A memo had been issued to employees by Mr. Kraft’s predecessor indicating employees hired beginning January 1, 2015, and eligible for health and dental insurance, would have their premium deductions taken in the current month of coverage. This practice was inconsistent with the Plan Documents and Employee Policy Handbook. Kraft’s recommendation was to make the practice consistent with what is being done with all other employees. He will send a letter to that group of employees informing them of this change in premium deductions.

**Motion (Henkel/Hendler) to go into closed session at 10:41 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss an employee’s complaint.**

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

**Motion (Rozar/Hendler) to return to open session at 10:45 a.m. Motion carried unanimously.**

**Motion (Pliml/Rozar) to go into closed session at 10:46 a.m. pursuant to Wisconsin State Statute §19.85 (1)(c) to discuss outstanding 2015 performance reviews.**

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

**Motion (Rozar/Pliml) to return to open session at 10:48 a.m. Motion carried unanimously.**

**Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 10:49 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically by Donna Rozar, secretary

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.