

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE** Tuesday, December 2, 2014

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

**PRESENT:** Hilde Henkel, Trent Miner, Peter Hendler, Donna Rozar, Lance Pliml

**OTHERS PRESENT** (for part or all of meeting): Marla Cummings, Terry Rickaby, Amy Kaup, Terry Stelzer, Kathy Roetter, Paula Tracy, Connie Janowski, Dennis Polach, Bill Clendenning, Joseph Zurfluh, Jason Angell, Jason Grueneberg, Sammi Joanis.

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

**Public Comment** - No comments from the public

**Consent Agenda** – No additions or corrections to the consent agenda

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

Jason Angell presented the Committee with a Comprehensive Housing Study done for the City of Marshfield. Angell was asking for support from the Committee to move forward with discussions to other governmental agency and committees. The recommendation for the Committee was to refer to the CEED Committee for further discussion.

Human Services Director Roetter presented a resolution to pursue a new location and lease for Cornerstone.

**Motion (Rozar/Hendler) to approve the resolution to pursue a new location and lease for Cornerstone. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Maintenance Coordinator Rickaby reviewed his letter of comments with the Committee.

Safety & Risk Management Director Stelzer reviewed his letter of comments with the Committee. Stelzer presented a budget resolution for the Property & Liability Insurance budget.

**Motion (Pliml/Henkel) to approve the resolution for Property & Liability Insurance (51931) for deductible expenditures not included in the 2014 budget process motion. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Information Systems Director Kaup reviewed her letter of comments with the Committee. Kaup presented a budget resolution for the PC Replacement budget.

**Motion (Rozar/Henkel) to approve the resolution for Information Technology, PC Replacement (51452) for additional expenditures that were not anticipated during the original budget process motion. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Wellness Coordinator Joanis gave a review of the updates for the Wellness program to the Committee.

A resolution from the Treasurer was presented:

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

Deputy Finance Director Cummings presented five budget resolutions for Committed & Assigned Fund Balances-Governmental Funds and a motion for less than \$3,000 and 10% budget transfer:

**Motion (Pliml/Rozar) to approve the resolutions that show elements of committed and assigned governmental fund balances projected as of December 31, 2014. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

**Motion (Rozar/Henkel) to approve the resolutions to amend the 2014 budgets for the Clerk of Courts function (51221) for the purpose of funding the cost of new equipment, the Radio Tower Capital Projects function (57230) for additional expenditures not anticipated during the original budget process, the District Attorney function (51310) for the purpose of finding higher than anticipated expenditures, the Community Development Block Grant (CDBG) function (56780) for revenues and expenditures not anticipated during the original budget process and the various Highway functions for additional expenditures that were not anticipated during the original budget process motion. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

**Motion (Henkel/Rozar) to transfer appropriations to Library Aid function (51931). Motion carried unanimously.**

Adjourned for a 10 minute break at 9:00 a.m.

Reconvened at 9:10 a.m.

### **Human Resources**

HR Director Connie Janowski informed the Committee that Human Resources needed to contribute funds for the down payment of the Human Resource Information System (HRIS) computer system and would be using dollars within the Human Resources budget.

Ms. Janowski provided the Committee with a 2015 department head training calendar she will discuss at the next Department Head meeting. She asked for feedback on topics.

**Motion (Rozar/Hendler) to go into closed session at 9:11 a.m. pursuant to Wisconsin State Statute 19.85 (1)(f) to discuss an update regarding an employee's complaint.**

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

**Motion (Hendler/Pliml) to return to open session at 9:15 a.m. Motion carried unanimously.**

**Motion (Pliml/Rozar) to go into closed session at 9:16 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to discuss performance reviews of Department Heads.**

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

**Motion (Hendler/Henkel) to return to open session at 10:46 a.m. Motion carried unanimously.**

Motion (Pliml/Henkel) to adjourn the Executive Committee meeting at 10:47 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

***Donna Rozar***

Donna Rozar, secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Marla Cummings. All minutes reviewed by Committee secretary.