

## EXECUTIVE COMMITTEE AGENDA

DATE: Tuesday, June 7, 2016

TIME: 8:00 a.m.

LOCATION: Courthouse - Room 115

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
  - (a) Review/approve minutes from previous committee meetings
  - (b) Monthly letter of comments from department heads
  - (c) Approval of departments vouchers – County Board, Human Resources, Risk Management, Finance, Treasurer, Clerk, Information Technology, Maintenance and Purchasing.
4. Updates from Jason Gruenberg
  - (a) Update and discussion on Wood County space needs pertaining to the Courthouse and River Block Building
5. Discuss and possible action regarding an adhoc public property committee for River Block remodeling
6. **Maintenance**
  - (a) Review letter of comments
  - (b) Discuss cost of combining meeting rooms 113 and 114
  - (c) Addition of cement slab on north side of courthouse for non-smoking break area
7. **Safety & Risk Management**
  - (a) Review letter of comments.
8. **Information Technology**
  - (a) Review letter of comments
  - (b) HIPAA Assessment Results
  - (c) Request for Education Reimbursement
9. **Wellness**
  - (a) Wellness Updates
  - (b) Incentive Payout Policy Update
  - (c) Ergonomic Equipment Policy Update
10. **Treasurer**
  - (a) Review letter of comments.
  - (b) Recent tax deed property discussion.
  - (c) Update on tax software system.
11. **Finance**
  - (a) Review and discussion of 5-year Capital Improvement Plan (CIP) 2017-2021
  - (b) Preliminary results of 2015 audit
  - (c) Discussion of calendar for 2017 budget
  - (d) Correspondence
    - Budget and actual reports for 5 months ended May 31, 2016
12. **Human Resources (HR)**
  - (a) Update on payroll system.
  - (b) Boston Mutual voluntary life insurance program update.
  - (c) Update from the employee feedback meeting.
  - (d) Update regarding revised Fair Labor Standards Act (FLSA) rules.
  - (e) Review pay for performance policy.
  - (f) Discuss above range salaries.
  - (g) Review annual salary grade appeal process.
  - (h) Human Resources Department's positions review.
  - (i) The Executive Committee may go into closed session pursuant to §19.85 (1)(f), Wis. Stats., to discuss an update regarding an employee(s) complaint(s).
  - (j) Return to open session.
13. Consider any agenda items for next meeting.
14. Set next regular committee meeting date.