

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 8, 2016
TIME: 8:00 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Trent Miner, Hilde Henkel, Al Breu, Michael Feirer, Ed Wagner, Donna Rozar, Lance Pliml

OTHERS PRESENT (for part or all of meeting): Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amanda Handrahan, Amy Kaup, Warren Kraft, Jason Grueneberg, Heather Gehrt, Sue Kunferman, Brandon Vruwink, Joe Zurfluh, Bill Clendenning, Dennis Polach, Jordan Bruce, Chad Schooley, Lori Heideman, Cindy Joosten, Steve Kreuser, Gus Mancuso, Paula Tracy, Bob Moore (ICM)

The meeting was called to order by Chairman Miner.

Public Comment – No public comments

Jason Grueneberg gave updates on the River Block and Courthouse remodel projects. The current cost for the scope of work at River Block is \$3.6 million, which is \$600,000 over the amount bonded for the project. Grueneberg presented the project timeline from Miron which would put completion of the River Block project in March 2017. It was previously thought the construction would be done by the end of 2016. Grueneberg and Van Tassel are working on an agreement with Consolidated Water Power for the electrical service at River Block. Work continues to finalize with a design for the Dispatch relocation to the second floor of the Courthouse that will not include taking the Finance Department's conference room. The County Clerk's office will move into their new location next month. Chairman Miner announced he will appoint a fifth member to the EC Subcommittee at a special meeting that will be held before County Board on August 16th.

Consent Agenda

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

The Executive Committee reviewed the Maintenance Letter of Comments.

Risk Management Director Stelzer reviewed his Letter of Comments.

Stelzer presented copies of his Active Shooter Training Power Point to the Committee. The power point will be put on the intranet and all employees will receive training once the final draft is approved by the Committee at the September meeting. Cindy Joosten informed the Committee that the security group lead by Judge Brazeau is planning a mock active shooter event that will take place in the Courthouse on December 6th. Leading up to the mock event will be a Lunch and Learn on September 2nd and department heads will be asked to review the policy with their employees in October.

IT Director Kaup reviewed her Letter of Comments. The new Programmer/Analyst started on August 1st and IT is currently in the process of interviewing for the Technician position. IT is working with the Sheriff's Department to meet their storage needs for the new body cameras purchased by that Department. Kaup met with officials at the City of Wisconsin Rapids regarding running the fiber cable from the Courthouse to River Block. It is the City's stance that the fiber would need to be run in the

right of way with other utilities. Kaup will be meeting with Van Ert to determine if the cost savings would still be there for the county or if another option needs to be explored regarding fiber at the River Block building.

Wellness Coordinator Joanis presented updates on the Wellness program. The 3rd quarter incentives were paid out. A representative from Aspirus Occupational Therapists completed 5 ergonomic assessments on July 20th. The reports have been received and will be reviewed with the appropriate department heads.

Treasurer Gehrt reviewed her Letter of Comments. Although there were several inquiries regarding the property at 1411 1st Street North, Wisconsin Rapids, no offers were made. Gehrt will go ahead with having Kolo Trucking and Excavating raze the structure.

Treasurer Gehrt presented a resolution to sell 13 tax deeded Wood County properties.

Motion (Rozar/Henkel) to approve the resolution to sell the 13 tax deeded properties. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Investment Advisor Bob Moore of ICM handed out a Quarterly Portfolio Update and went over the information with the Committee. He stated that the current County portfolio is safe and anticipated his organization doing more cash flow analysis.

Finance Director Martin discussed the timing of the debt issue and update of the reimbursement resolution. A Declaration of Official Intent needs to be signed by Chairman Pliml to allow the County to reimburse for “soft costs” incurred prior to the issuance of the debt proceeds on September 20th.

Martin and Steve Kreuser presented a resolution to amend the 2016 budget for the Radio Towers capital project which was not completed in 2015 as anticipated.

Motion (Wagner/Feirer) to approve the resolution to amend the 2016 budget for the Radio Towers capital project and forward same to the County Board for consideration. Motion carried unanimously.

Supervisor Rozar, Chair of the Health and Human Services Committee, led discussion on the recommendation from that Committee regarding the relocation of Human Services offices currently located in Marshfield City Hall and the Marshfield Cornerstone services. The recommendation is for the County to build a new building on the Wood County Annex and Health Center campus to accommodate Cornerstone and the offices being displaced from City Hall. Brandon Vruwink stated that although they would like to find space in the center of the city, that has not been possible and he is confident they will be able to come up with a solution to transport clients to the new facility at the annex. More detail about the design and cost will be presented at a future EC meeting.

Break at 9:58 a.m. Meeting reconvened at 10:13 a.m.

Human Resources

Warren Kraft stated there are one to two departments finishing up the Fair Labor Standards Act (FLSA) audit. The goal is to complete the audit ahead of budget preparation.

The Committee reviewed a resolution amending budgets for a merit pay bonus.

Motion (Wagner/Rozar) to approve a resolution for amending budgets for the merit pay bonus. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Supervisor Rozar and Jordon Bruce, Norwood administrator, discussed recruitment for the psychologist and psychiatric nurse practitioner positions. They requested flexibility in the benefits package; in particular, offering up to four weeks of vacation upon hire when extending employment offers for these critical, market-driven, professional licensed positions. They made it clear this request is position specific. Feedback is that industry norms are not aligned with what is offered by Wood County. This would be considered a recruitment tool and required to be within the department's budget. Anything beyond the parameters will need to come back to the Executive Committee.

Motion (Pliml/Feirer) to allow the Norwood Administrator to have flexibility in offering up to four weeks of paid vacation for the psychologist and psychiatric nurse practitioner positions. Motion carried unanimously.

Motion (Breu/Henkel) to adjourn the Executive Committee meeting at 10:35 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar, secretary

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.