

EXECUTIVE COMMITTEE AGENDA

DATE: Tuesday, September 6, 2016
TIME: 8:00 a.m.
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public comments
3. Update on River Block Construction and Courthouse Remodeling
4. Review organization chart from Executive Committee Subcommittee on River Block and Courthouse Remodeling
5. 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.
6. **Maintenance**
 - (a) Review letter of comments
 - (b) Discuss Courthouse transformer inspection and installation of new transformer – Committee may view suggested location outside building
 - (c) Discuss 2016 Maintenance budget amendment and 2017 proposed budget
7. **Safety & Risk Management**
 - (a) Review letter of comments.
 - (b) 2016 Reserve Fund Calculation.
8. **Information Technology**
 - (a) Review letter of comments
 - (b) VOIP Budget Resolution.
 - (c) Education Reimbursement Request.
 - (d) Discuss IT 2017 Budget.
9. **Wellness**
 - (a) Wellness Updates
10. **Treasurer**
 - (a) Review letter of comments.
 - (b) Update on office staffing/vacancy.
 - (c) Update on 1st Street property
11. **Finance**
 - (a) Resolution Awarding the Sale of \$9,730,000 General Obligation Promissory Notes, Series 2016A
 - (b) Presentation of 2017 budget requests and discussion of approaches to balancing uses and sources of funds
 - (c) Initial Resolution for Borrowing
 - 1) Not to exceed \$500,000 for Courthouse & Jail improvements
 - (d) Correspondence
 - 2016A borrowing documents (Private Activity and other Tax Matters Questionnaire, Municipal Information Questionnaire, Quarles & Brady Engagement Letter)
 - Institutional Capital Management suggestions on portfolio management
 - “OpenGov” software proposal
 - Budget and actual reports for 8 months ended August 31, 2016
12. **Human Resources (HR)**
 - (a) Discuss certain employees’ placement in the pay plan.
 - (b) Review catastrophic sick leave account policy.
 - (c) Health insurance update.
 - (d) Review Human Resources Department’s 2017 budget.
 - (e) 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).
 - (f) Return to open session.

13. Consider any agenda items for next meeting.
14. Set next regular committee meeting date.
15. Adjourn