

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, August 3, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Safety Training Room

PRESENT: Ed Wagner, Donna Rozar, Adam Fischer, Mike Feirer, Lance Pliml

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Dave LaFontaine, Adam Fandre, Ed Newton, Kim McGrath, Kelli Quinnell, Amy Kaup, Jason DeMarco, Kyle Theiler, Heather Gehrt, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Chad Schooley, Mary Schlagenhaft, PaNyia Yang, Mary Solheim, Brandon Vruwink, Marissa Laher, Sandra Green, Nancy Turyk, Jodi Pingel, Jackie Carattini, Lori Heideman, Alex Gore (Quarels & Brady), Tim Deaton (The Horton Group)

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

Motion (Fischer/Feirer) to approve the consent agenda. Motion carried unanimously.

Rozar shared an update on the responses received from Department Heads in regards to the progress made on the Strategic Plan. Brief discussion ensued.

Pliml provided information to the Committee regarding the guidance on ARPA fund spending. Pliml explained that the current guidance is to not do anything with the funds at this time. Wagner stated that there is concern regarding the expiration of the conviction moratorium and if the ARPA funds could be used to subsidize rentals or back rent. Treasurer Gehrt stated that there is a lot of assistance available for renters, but the feedback from the taxpayers is that there is no assistance for landlords and property owners and that the assistance provided to the renters is not necessarily making it to the landlords. Discussion ensued.

Wellness Coordinator Fandre provided a brief update on Wellness activities.

Treasurer Gehrt informed the Committee that sales tax is \$392,000 ahead of where it was last year at this time. Pliml requested to see a breakdown of online and physical store sales tax and gave Gehrt the authorization to obtain that information.

Gehrt presented a resolution to cancel stale dated checks.

Motion (Pliml/Fischer) to approve the resolution to cancel stale dated checks. Motion carried unanimously.

Finance Director Newton provided a brief update on Finance Department activities to the Committee.

Alex Gore of Quarels & Brady presented information regarding Disclosure Counsel Service that they offer. Brief discussion ensued. Newton and Pliml will gather more information related to the services and cost.

Newton gave an update on the debt timetable. Newton stated that the pricing will come in from Baird on August 16, 2021. Newton provided a draft of the debt resolution to the Committee for review. Newton

suggested a Committee meeting immediately prior to County Board on August 17, 2021 to approve the debt resolution and then present it to the County Board.

Newton explained that all Department Heads are working with their Committee for approval on their CIP. Wagner confirmed that Committee chairs are working on it. The consensus of the Committee was to keep the CIP at \$3.5 million. Discussion ensued related to what types of CIP requests, if any, could be covered with ARPA funds.

Newton provided a brief update on the 2022 budget. He stated that Finance is working with many departments and that departments are working hard to stay within the budget parameters. Newton is hoping to have some budget numbers to present at the September meeting.

Tim Deaton of The Horton Group provided updated claims information and premium projections to the Committee. Mr. Deaton stated that they are currently projecting slightly over 1% increase. Mr. Deaton and HR Director McGrath jointly proposed that departments have their premiums raised by 1% and the employee premiums remain flat. McGrath explained that, while it is best to have any increase or decrease allocated equally between departments and employees, department premiums were decreased unevenly from employee premiums in 2021. Discussion ensued at length. The Committee requested that McGrath clearly explain to employees that this adjustment is occurring to rectify the unbalanced adjustment that occurred in 2021 and, going forward, increases or decreases to premiums will be allocated equally between department and employee premiums.

Motion (Fischer/Pliml) to approve the recommendation to increase department premiums by 1% and have employee premiums remain flat in 2022. Motion carried unanimously.

Mr. Deaton presented information regarding the market for Wellness Program expenses. Mr. Deaton explained that the current average cost per employee per year (PEPY) for wellness programs in the public sector is \$350. McGrath explained that the 2022 Wellness Program PEPY budget will be \$260. The Committee was satisfied with the budgeted amount.

McGrath explained the annual wage grade appeal. McGrath stated that, because the Classification & Compensation Study was just completed, Carlson Dettmann Consulting (CDC) recommended that only new positions or positions that have had substantial changes since the JDQ's were completed in 2020 be submitted for evaluation. McGrath shared that three (3) appeals were submitted. CDC recommended all three for a Grade increase due to substantial changes. McGrath requested that the Committee approve the recommendations from CDC effective January 1, 2022.

Motion (Feirer/Rozar) to approve the annual wage grade appeal recommendations from Carlson Dettmann Consulting effective January 1, 2022. Motion carried unanimously.

Fischer stated that he requested the confirmation of the budget parameters letter to Department Heads be placed on the agenda as it is his preference that the Committee speak on the letter and provide approval. Pliml explained that the reason it didn't come to the Committee prior to being distributed to Department Heads was due to timing and that most of the parameters included in the letter are things the Committee has spoken about over the course of the year. Fischer stated that he would like a motion, specifically when dealing with COLA and insurance. Discussion ensued regarding the proposed 2.5% COLA increase.

Motion (Pliml/Rozar) to approve the recommendations that went out in the budget parameters letter.

Rozar requested that the current process of oversight committees reviewing budgeted positions to be refilled/hired be placed on the next agenda. Brief discussion ensued.

Items for next agenda: Oversight Committee review of positions prior to filling them

There were no comments from the Chair.

The next regular Committee meeting is scheduled for September 7, 2021 at 9:00 a.m.

Wagner declared the meeting adjourned at 10:27 a.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.