

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 21, 2018
TIME: 8:00 a.m.
PLACE: Wood County Courthouse, Conference Room 114
PRESENT: Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach

OTHERS PRESENT (for part or all of the meeting): Kim McGrath, Kelli Quinnell, Nicole Gessert, Marla Cummings, Lacey Bell, Heather Gehrt, Reuben Van Tassel, Peter Kastenholz, Bill Leichtnam, Amy Kaup, Chris Markworth, Wendy Markworth, Dan Brandl, Shane Wucherpfennig, Marion Hokamp

EXCUSED: None.

The meeting was called to order by Chair Machon.

Public Comment – None

Treasurer Gehrt stated there have been no additional offers to purchase the Airport Avenue property. She has shown the property four more times.

Finance Director Cummings discussed 2019 budget meeting dates. It was the consensus of the Committee that they will get through as many budgets as they can after the next regularly scheduled meeting on September 4, 2018. The Committee will finish the rest of the budgets after the County Board meeting on September 18, 2018.

The Committee asked IT Director Kaup, Finance Director Cummings, and HR Director McGrath for a recap of their narratives provided to the Committee for this meeting. Discussion ensued regarding the current issues facing the Finance Department with payroll and the proposed Dynamics system. IT Director Kaup stated that IT saw immediate improvement when payroll was transitioned to the Finance Department. Kaup stated that data entry errors are not a reason to change systems. HR Director McGrath stated HR believes it would be beneficial if Finance took over the data entry for payroll in the current system. Supervisor Rozar asked Finance Director Cummings if Finance would be willing to take over entering the data. Cummings stated “yes”, that she would like control over the payroll system. Cummings stated HR errors with payroll have been occurring since January 2016. She furthermore stated that what she is asking for is control of the data. Supervisor Fischer asked if the County would get back the \$13,000 that has already been paid for Dynamics. Cummings replied probably not and that approximately \$6,000 of that money was for enhanced software for Dynamics.

Motion (Clendenning/Rozar) to go forward with Dynamics for payroll as planned.

Discussion of the motion ensued. Cummings stated that Dynamics payroll is part of the current package. The \$48,000 listed in the contract is to get Dynamics payroll up and running. Kaup stated if the Committee moves forward with Dynamics, IT recommends terminating the contract with Wipfli and stated that termination is possible. Supervisor Rozar asked Kaup if there is a software issue. Kaup stated that, so far, people are successfully getting paid unless a human error occurs and that all issues have been addressed. Kaup suggested it may be beneficial to systematically track errors. At this time, it has been data entry errors. Cummings stated her access to HRMS was terminated by HR when the payroll

transition discussions began; however, what she remembers of the system is that it is not user friendly because data is stored in multiple locations. Cummings stated the download for the budget was incorrect because the data is stored in multiple locations. Supervisor Curry stated he would not support going to Dynamics and called for a vote on the motion.

Motion failed. Voting no: Winch, Curry, Rozar, Machon

Motion (Rozar/Curry) that:

- a) Finance be given level of access necessary to work within the current HRMS software.**
- b) HR should be given read-only access, and**
- c) HR, IT, and Finance need to work together to determine whether this is a data entry or software issue and report back to the Committee in three months.**

Discussion ensued.

Supervisor Clendenning stated he would be voting no on this motion. Supervisor Rozar stated she does not believe the involved departments have looked at the current system thoroughly enough. Supervisor Fischer clarified the County would be out the money already paid and stated he would be voting no against this motion because his confidence in HR to verify the data that is entered is low.

Supervisor Clendenning was excused at 8:54 a.m.

Supervisor Fischer asked if this topic could be on the agenda each month for the next three months. He stated he could support the motion if there was a transparent report given to the Committee each month. McGrath expressed concern regarding HR having read-only access in HRMS as it relates to benefits.

Motion (Curry/Fischer) to amend the motion to add that the Executive Committee should have monthly reports from the HR, IT, and Finance Directors on the agenda regarding this issue. Motion to amend carried unanimously. Motion to approve the amended motion carried unanimously.

Agenda items for next meeting: Reports from HR, IT, and Finance Directors regarding payroll and the current software
Discuss selling price of Airport Avenue property
90-day "For Sale by Owner" expiration on the Airport Avenue property

Chair Machon declared the meeting adjourned at 9:01 a.m.

Submitted and signed electronically,

Donna Rozar

Donna Rozar
Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.