

EXECUTIVE COMMITTEE
September 10, 2024

The Executive Committee met on Tuesday, September 10, 2024 at 9:00 a.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Roger Guthrie, Robert Keeney, Kathy Kopp, Joseph Mumm, Gary Northouse, Gary Ranum and Rick Sanson. Others present were: Shane Drinkwater, Carrie Eastlick, Garry Pluemer, Tonya White, Ken McAndrew, Tina McDonald, Jody Bartels, Kessa Klaas, Nate Dreckman, Andrea Noethe, Megan Kase, Carrie Kersteins, Darla Adams, Kristin Schier and Herald Independent.

The meeting was called to order at 9:00 a.m. by Chairman Robert Keeney. County Clerk, Tonya White verified the meeting was in compliance with the open meeting law, posted in the Administration Building, Courthouse and on the county website.

Agenda: Joseph Mumm, second by Kathy Kopp made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Gary Ranum, second by Kathy Kopp made a motion to approve the minutes from the August 13, 2024, August 21, 2024 and August 23, 2024. Motion carried by voice vote.

Finance

Gary Northouse, second by Roger Guthrie made a motion to accept the Treasurer Report. Motion carried by voice vote.

Chairman Keeney shared the Revenue and Expense Report with the committee.

Chairman Keeney described the big ticket voucher items from the last month. Most voucher items were due to the audit and consulting, IT support, fiber locating and jury duty. Rick Sanson, second by Roger Guthrie made a motion to approve the monthly vouchers. Motion carried by voice vote.

Chairman Keeney gave an update on the 2023 audit. Eide Bailly has withdrawn from the contract. Grant County does have a letter of engagement with Baker Tilly. Baker Tilly plans to start working on the audit September 23rd with a completion date of November 1st.

Patrick Montgomery, the new Finance Director, will be here the week of September 16th and will start full time October 7th.

Chairman Keeney went over the abbreviated version of the budget with the committee. The abbreviated version gave an overview for each department. Several of the revenues and sales tax are not included along with the levy leaving around \$5,000,000 to cut in order to balance.

Facilities and Maintenance

Administration Building: The County Clerk's Office security is almost complete. The RFP for the chiller is due September 27, 2024. The RFP is to replace all circuits on the roof. An insurance claim has been made.

CSB: The ice machine in the kitchen is out of order. Madigan Refrigeration was called to repair the machine. Madigan has made contact with the manufacturer and it was suggested to replace the board but they are not sure if that will repair the issue. A few leaks have been occurring in the jail showers. There were some brass valves that failed and were replaced.

Orchard Manor: The control boards over the doors malfunctioned. It was determined that there were bad wires that were removed. New control boards have been ordered. An A/C unit developed a leak and had to be repaired. Preventative maintenance has been completed on the exhaust fans and air handling units on the roof. Two motors were found to be drawing high amps and one motor was not working.

Annex: All the cat wiring has been pulled. The wiring still needs to be dropped and holes cut in the walls. The ceiling will be installed next week with the flooring to follow. People's State Bank has inquired about any items that were left in the building.

Courthouse: The fire alarm system keeps alarming for no reason. It has been determined that the card is outdated and the only way to repair the system is to replace all the heads. Johnson Control will replace the faulty card with a used card until a decision has been made for the system. Tuck pointing and brick work will be built into the 2025 budget.

Information Technology

Shane Drinkwater, IT Director gave an explanation of a virtual machine, how it works and the changes through the years.

There was a UPS failure at Orchard Manor that created the door operating system to having issues along with the med room door locking up. It appears that the UPS was alarming and then unplugged.

Network review

- a. The firewalls have all been upgraded
- b. IT is testing a POC (proof of concept) with the new antiviral software
- c. IT is working to migrate all the virtual desk tops to a different system so they can do refurbishment on the current servers

County Systems

- a. Working at the Annex building to meet the goal by the end of the month
- b. IT will be attending two conferences in the next month; WCA Conference September 22 – 24 and GIPAW October 2 – 4
- c. IT is working on getting a quote from VMware
- d. IT is working with the Sheriff's Office on the CJIS audit
- e. IT is working with the Sheriff's Office on researching a new body camera system
- f. IT is working with the Sheriff's Office on the cameras at the Courthouse
- g. IT is working with the Sheriff's Office on the jail camera system

Public Safety Communications System/Fiber Optics Loop

- a. IT has been working with the County Board Chair on determining spurs and which spurs services will be provided for

Discussion and possible budget amendment for one new Tyler Munis time clock: IT would like to order another time clock to keep as a prototype to test at Orchard Manor. The cost would be reallocated from another project that will not be completed this year. Rick Sanson, second by Roger Guthrie made a motion to allow the reallocation of funds to purchase the time clock. Motion carried by voice vote.

Human Resources

Full time benefit	326
Regular Part – time benefit	44
Part-time	84
Limited term and Seasonal	78
Total Employees	532

Treasurer's request to fill Administrative Assistant I: Roger Guthrie, second by Joe Mumm made a motion to allow the filling of the Administrative Assistant I position in the Treasurer's Office. Motion carried by voice vote.

Finance Department request to pay out compensatory time for Accountant due to covering Finance Director vacancy: Gary Northouse, second by Kathy Kopp made a motion to approve the compensatory time pay out for the Accountant from August 7, 2024 to October 7, 2024. Motion carried by voice vote.

County Board Per Diem and Mileage Policy: Gary Northouse, second by Rick Sanson made a motion to table until the October meeting. Motion carried by voice vote.

Position Request/Replacement Policy: The consensus of the committee was to wait until the Administrator begins.

Administrator Office: The committee would like the Administrator and County Board Chair to work together to find the office space for the Administrator.

County Board Chairman Job Description: The committee would like the Administrator and County Board Chair to work together to compare the two job descriptions and eliminate any overlap; then bring the job description back to the Committee.

Convene to closed session pursuant to Wis. Stat. sec 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as it related to the Human Resources Director: Kathy Kopp, second by Rick Sanson made a motion to convene into closed session. A roll call vote was taken with five (5) in favor of convening to closed session. Motion carried.

Return to Open Session: Gary Northouse, second by Joe Mumm made a motion to return to open session. Motion carried by voice vote.

Action on Closed Session: Gary Ranum, second by Roger Guthrie made a motion to hire and HR Manager to work under the direction of the Administrator. The County Board Chair and Administrator will work on the job description and submit to Carlson Dettman for wage placement. Motion carried by voice vote.

Adjournment: Joe Mumm, second by Kathy Kopp made a motion to adjourn until October 8, 2024. Motion carried by voice vote.