

EXECUTIVE COMMITTEE  
October 15, 2024

The Executive Committee met on Tuesday, October 15, 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 Ranum and Rick Sanson. Gary Northouse asked to be excused. Others present in the room were: Nate Dreckman, Shane Drinkwater, Carrie Eastlick, Patrick Montgomery, Garry Pluemer, Tonya White, CeCe Fishnick, Amy Olson, Craig Reukauf, Lori Reid, Holly Knapp, Krystle Lorenz and Sara Digman. Those attending by zoom were: LeaAnne Smith, Tina McDonald, Andrea Noethe, David Timmerman, Clark Thelemann.

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:** Courthouse Fire Alarm System under Facilities and Maintenance can be removed from the agenda. Roger Guthrie, second by Joseph Mumm made a motion to approve the agenda with the removal of the one item. Motion carried by voice vote.

**Minutes:** Rick Sanson, second by Kathy Kopp made a motion to approve the minutes from the September 10, 2024 meeting. Motion carried by voice vote.

**Resolution Eliminating the Grant County Information Technology Director as the Grant County Administrative Coordinator with Limited Authority:** Administratively the position is dissolved but Corporation Counsel suggested that a resolution be passed and forwarded to the County Board. Roger Guthrie, second by Gary Ranum made a motion to approve the resolution and forward to the County Board. Motion carried by voice vote.

**County Board Chair summary of duties:** Chairman Keeney explained the deletion of some of the job duties. Chairman Keeney is waiting on final opinion from Andy Phillips on some of the essential job functions. The consensus of the committee was to wait and hear from WCA and bring the summary of duties back to the November meeting for review.

**Finance**

Carrie Eastlick presented the Treasurer's Report. The revenue and expense reports were discussed along with the vouchers. Gary Ranum, second by Joseph Mumm made a motion to approve the vouchers. Motion carried by voice vote.

Chairman Keeney introduced the new Finance Director, Patrick Montgomery.

Administrator Dreckman went over the budget process and numbers to date. Chairman Keeney went over the capital projects list. The updated budget is still in a shortfall. Finance Director, Patrick Montgomery explained that they still need to sit down with some departments to finalize budget numbers.

## **Facilities and Maintenance**

Garry Pluemer, Facilities and Maintenance Manager gave an update on each of the buildings.

Administration Building: One motor went out in the relief fan which caused an issue with the doors closing.

Courthouse: The fire alarm system is currently using a used card. Johnson Control is working on a quote to update the system. Johnson Controls would provide the materials and programming. The Maintenance Department will be responsible for changing out all the devices, such as sprinkler heads and pulls.

Community Services Building: There have been no major issues in the past month.

Orchard Manor: The HVAC contractor is now onsite and will be working throughout the winter on items.

Annex: The painter will be in the building next week. HVAC controls should be done by November 1<sup>st</sup>.

Pluemer advised the committee that starting in 2025 there will be a new Freon. The Maintenance Department has been attending online training pertaining to this change.

**Discussion and possible action on RFP for Administration Building Chiller:** Pluemer presented the four quotes that were received. Roger Guthrie, second by Rick Sanson made a motion to award the bid of \$17,025 submitted by Johnson Controls, with the funding coming from the general fund in hopes that most of the cost will be covered by insurance. Motion carried by voice vote.

## **Information Technology**

Shane Drinkwater, IT Director advised the committee that there was one 10-minute downtime. There are a few departments that are not following the policy about checking in with IT when using new technology. Drinkwater urged department heads to contact IT before they purchase or download any new software.

### **County Systems**

- a. Drinkwater and a technician visited with Door County's IT Department. They took a tour of the facilities and learned how Door County handles certain issues.
- b. IT is working on the email firewall
- c. IT proposed that both courtrooms receive new polycoms next year
- d. IT has been assisting the Maintenance Department with the Annex Building
- e. IT has secured a quote from VMware for 2025
- f. IT has been working with other departments on items for the 2025 budget
- g. IT has been working with Orchard Manor on the HVAC control system, nurse call system and door controls
- h. IT Director has been assisting Green County with the search of a new IT Director
- i. IT will be switching to a new polycom connection with Zoom
- j. IT has been working with the Sheriff's Office on researching new body cameras, cameras for the courthouse, EHR and VMS in the jail
- k. IT met with a service provider to discuss how they can better use the fiber loop
- l. IT will be lighting up a fiber path from the radio room at CSB to the loop

## **Administrator**

**Report:** Administrator Dreckman gave an update on his activities for the last few weeks.

- a. Dreckman has been meeting with individual department heads to touch base and better understand what they do
- b. Dreckman held a department heads meeting, has been attending committee meetings and working on the budget

- c. Dreckman has been working through the administration and employee manuals to identify areas that need to be updated with the new structure.
- d. Dreckman has been assisting the Highway Department on internal postings and interviews.

**Administrator Outside Employment:** According to the employment agreement the Administrator needs to ask permission for any outside employment. Dreckman would like permission to continue to teach at Southwest Tech, do grant reviews for the US Department of Justice Bureau of Justice Assistance and do seasonal work at Vesperman Farms. Kathy Kopp, second by Joseph Mumm made a motion to allow the outside employment opportunities for the Administrator. Motion carried by voice vote.

**Operation Green Light Resolution:** This resolution would recognize the Veteran's that work for the County and our Veteran's Service Office. Kathy Kopp, second by Rick Sanson made a motion to forward the resolution to the County Board. Motion carried by voice vote.

**Discussion on goals and expectations of Administrator:** Administrator Dreckman discussed with the committee a few documents that explain his goals and expectations moving forward.

#### **Human Resources**

Full time benefit	328
Regular Part-time Benefit	44
Part-time	75
Limited term and Seasonal	78
TOTAL	523

**Social Services request for CST position to start with 70 hours of vacation, 160 hours of sick time and honor July 23rd anniversary date:** CeCe Fishnick, Interim Social Services Director presented the request. Gary Ranum, second by Roger Guthrie made a motion to approve the CST position to start with 70 hours of vacation, 160 hours of sick time and honor the July 23<sup>rd</sup> anniversary date starting January 1, 2025. Motion carried by voice vote with Keeney abstaining.

**Placement of HR Manager on wage schedule:** Roger Guthrie, second by Rick Sanson made a motion to place the HR Manager position at Grade N on the wage schedule. Motion carried by voice vote.

**Committee approval to fill HR Manager position:** Rick Sanson, second by Joseph Mumm made a motion to fill the HR Manager position. Motion carried by voice vote.

**Jailer benefit buyback regarding WRS:** In January the jailers were automatically placed into protective retirement status. For several months the extra retirement was not taken out of the paychecks. When the error was discovered \$25 per pay period was taken out of each paycheck. It was later discovered that there was still an error with the amount being taken out creating a gap in the amount that jailers owed. The Sheriff's Office is asking for the jail staff to be allowed to sell back up to 80 hours of benefit time. If there is still a remaining balance they will continue with the \$25 per pay period until it gets paid off. Also, if they have sick time they would like, if they chose to use sick time, it does not go toward the sick time used policy, so they can sell some back at the end of the year. Joseph Mumm, second by Kathy Kopp made a motion to allow jailers to use up to 80 hours of benefit time as a fund to pay back the amount owed to WRS contribution and that the 2024 sick time accrual may not be used. Motion carried by voice vote.

**Elected Official Sick Leave Policy:** Currently when you move from an employee to an elected position you lose all your sick time. The policy presented would be equal to all the employees and would include the current elected officials. Gary Ranum, second by Roger Guthrie made a motion to make the change using option 2 that was presented and that current elected officials sick leave will be re-instated to be paid upon retirement. Motion carried by voice vote.

**County Board Per Diem and Mileage Policy:** The changes to the policy should be as follows; redline the second line under policy to, Preapproval by the Executive Committee for reimbursement for nontraditional or uncommon committee or board related official business. Adding the 15<sup>th</sup> to the reimbursement area. Rick Sanson, Kathy Kopp made a motion to approve the policy as discussed. Motion carried by voice vote.

**Adjournment:** Roger Guthrie, second by Joseph Mumm made a motion to adjourn until November 4, 2024 at 10:00 a.m. Motion carried by voice vote.