

Executive Committee

June 10, 2025

The Executive Committee met on Tuesday, June 10, 2025 at 9:00 a.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Gary Northouse, Joseph Mumm, Roger Guthrie, Kathy Kopp, Rick Sanson and Robert Keeney. Gary Ranum was excused.

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 on the county website, in the Administration Building and Courthouse.

Agenda: Rick Sanson, second by Roger Guthrie made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Gary Northouse, second by Joseph Mumm made a motion to approve the minutes from the May 13, 2025 meeting. Motion carried by voice vote.

Finance

Treasurer's Report: Treasurer Carrie Eastlick was unable to attend the meeting. Eastlick emailed the Treasurer's Report to the Committee. Roger Guthrie, second by Kathy Kopp made a motion to approve the Treasurer's Report. Motion carried by voice vote.

Revenue and Expense Report: The revenue and expense report was reviewed.

Review Vouchers: Rick Sanson, second by Roger Guthrie made a motion to approve the vouchers. Motion carried by voice vote.

Finance Director's Report: Patrick Montgomery provided his report in writing. Montgomery stated that the 2023 audit was on track for an August delivery. Baker Tilly will be presenting the audit report to the Executive Committee and County Board in August. In preparation for the 2024 audit the Finance Department has been working with Tyler Munis to review the chart of accounts. Baker Tilly has committed to working with the 2024 audit. The preliminary form A has been filed but we do not have a tax statement 16 from Baker Tilly yet. Montgomery is hoping to have that form by the end of July.

Discussion and possible action on out of budget spending of \$45,000 to extend the contract through September 2025:

Patrick Montgomery presented the request to extend the contract with Truity Partners. Montgomery stated that this extension will not get them through the 2024 audit and there may be a need to ask for another extension. For the 2026 budget the Finance Department is planning on adding an additional staff position. Truity Partners only requires a one week notice to terminate the contract. No action was taken on this item.

Facilities and Maintenance

Facilities and Maintenance Manager's Report: Garry Pluemer provided his report in writing. Pluemer did advise that he interviewed for his new position. He did offer the position and the gentleman had to decline the position because of medical issues.

Information Technology

IT Director's Report: Shane Drinkwater provided his report in writing. Drinkwater did advise that there was an equipment failure Sunday due to the heat. Both of the battery backups were lost. On Monday, Drinkwater was in Green County to assist with IT Director interviews. The EDHR for the Health Department is still a work in process.

Administrator

Administrator's Report: Nate Dreckman provided his report in writing. Dreckman explained the capital improvement plan, mandated versus unmandated and department structures. Dreckman did advise that the UCS document is still a work in progress.

Capital Improvement Plans, Mandated vs. Unmandated Document & Department Structures: Dreckman advised the Committee that he provided the documents as a reference document and to assist in the upcoming budget process.

Human Resources

Staffing Update: Angie Gerndt provided the staffing update.

Policy Updates

Bereavement Leave: Angie Gerndt explained that the policy was updated to clarify that the employee would be paid the hours normally scheduled. Gary Northouse, second by Roger Guthrie made a motion to forward the updated policy to the County Board. Motion carried by voice vote.

Jury Duty: Gerndt explained the updated policy. Joseph Mumm, second by Rick Sanson made a motion to approve the jury duty policy and forward to the County Board. Motion carried by voice vote.

Department Head Vacation Carryover: Nate Dreckman explained the wording change from governing committee to County Administrator. Gary Northouse, second by Kathy Kopp made a motion to approve and forward to the County Board. Motion carried by voice vote.

Life Insurance and Accidental Death and Dismemberment: Angie Gerndt explained the life insurance policy change and that it will not be offered to retirees. Roger Guthrie, second by Joseph Mumm made a motion to forward the updated policy to the County Board. Motion carried by voice vote.

Non-Lapsing Funds: Nate Dreckman explained the date change on the non-lapsing funds policy. Rick Sanson, second by Kathy Kopp made a motion to approve the date change from January 31 to March 31 and forward to the County Board. Motion carried by voice vote.

Orchard Manor Personnel Policies and Procedures: Nate Dreckman and Angie Gerndt explained the Orchard Manor Comp Time and Overtime policy. Orchard Manor is looking to standardize the pay structure. Roger Guthrie, second by Rick Sanson made a motion to approve the Orchard Manor policy and forward to the County Board. Motion carried by voice vote.

Discussion on county board committees and compensation: Chairman Keeney did draft rules in the template provided by WCA. The previous rules and structure was used to create the document. The rules should be completed before Supervisors take out papers December 1, 2025.

Adjournment: Gary Northouse, second by Rick Sanson made a motion to adjourn to June 17, 2025 at 8:30 a.m. Motion carried by voice vote.