

Date Mailed: 11/27/2013

SUSAN ERTMER
County Clerk
Winnebago County
Oshkosh, Wisconsin

NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING

**NAME OF COMMISSION,
BOARD OR COMMITTEE:** PERSONNEL & FINANCE

TIME OF MEETING: 8:00 A.M.

DATE OF MEETING: Thursday, December 5, 2013

PLACE OF MEETING: Human Resources Conference Room – 1st Floor
Winnebago County Administrative Offices
112 Otter Avenue, Oshkosh

SUBJECT MATTER OF THE MEETING

1. Approval of the minutes of the November 4, 2013 Personnel & Finance Committee Meeting
2. Budget Transfers –
 - County Clerk, \$550. To cover overages in travel expenses.
 - Public Health, \$92,800. Cover overages in travel category and potential overage in other operating expenses.
 - Debt Service Fund, \$1,875,000. Additional principal paid in 2013 due to large debt service fund balance.
 - Misc Unclassified, \$115,000. Transfer of funds for Miscellaneous Unclassified Cost Center.
 - Tech Replacement Fund, \$300,000. Additional funding to complete the telephone system replacement project.
3. Discussion and consideration of proposed Human Resources Policy Manual and consideration of Resolution 261-92013
4. Discussion of administration of county budget, preventing spending by departments that exceed the budget – Chuck Orenstein
5. Adopt policy for Write-Off of Old Accounts Receivable Accounts
6. Review of the 2012 Audit – Schenck Business Solutions
7. Resolution to disallow the claims for: Matthew Kolell; Town of Vinland; Rebecca Mueckler; Jonathan Pavelack; Christin Richards; and Linda Swenson
8. Set next meeting date

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk. Phone Number: 236-4888