

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, January 5, 2012  
TIME: 8:00 a.m.  
PLACE: Personnel Conference Room  
PRESENT: Stan Kline  
Jeanette Diakoff  
Claud Thompson  
David Albrecht  
Bill Roh

ALSO PRESENT: Karon Kraft, Human Resources Director  
Mark Harris, County Executive  
Chuck Orenstein, Finance Director  
Morgan Hinkley, Administrator Park View Health Center  
Rob Way, Parks Director/Expo Site Mgr  
Patti Francour, Director of Information Systems  
Chris Kniep, UW Extension  
Doug Gieryn, Director of Public Health  
Mike Elder, Dir of Facilities & Prop. Mgmt  
John Matz, Sheriff  
Todd Christopherson, Chief Deputy Sheriff  
Brad Viegut, Robert W. Baird & Co.  
Mike Norton, County Board Supervisor  
Larry and Debra Last  
Northwestern

1. Stan Kline called the meeting to order at 8:00 a.m.
2. Bill Roh moved to approve the minutes of the December 1, 2011, meeting, seconded by Claud Thompson. Carried 5-0.
3. **Budget Transfer-Sheriff's Office, \$14,321.** Sheriff John Matz requested a transfer of \$14,321 from the contingency to purchase a second video conferencing unit. Matz said the purchase will reduce prisoner transportation costs and makes court hearings easier to schedule. Claud Thompson moved for approval, seconded by David Albrecht. Carried 5-0.
4. **Budget Transfer-Sheriff's Office, \$10,400.** Sheriff John Matz asked to transfer \$10,400 from the Sheriff's Office labor and small equipment accounts to purchase weapon racks and security wands. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
5. **Budget Transfer-Park View Facilities Demolition Project, \$300,000.** Facilities Director, Mike Elder said the \$300,000 budget request should be amended to \$345,000 to cover additional asbestos removal costs at the former Park View Health Center site. The discovery of asbestos resulted in delays and higher than estimated costs. David Albrecht moved to approve the \$345,000 transfer, seconded by Bill Roh. Carried 5-0.

6. **Budget Transfer – Park View Health Center, \$21,167.** The transfer covers the cost to install sprinklers inside the outdoor canopies at Park View Health Center as required by the new State building inspector. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
7. **Resolution: Authorizing the borrowing of approximately \$3,920,000 and providing for the issuance and sale of taxable general obligation refunding bonds.** The county has the opportunity to refund two of its outstanding taxable bond/notes, saving the county about \$122,802. David Albrecht moved for approval, seconded by Bill Roh. Denied 5-0.
8. **Resolution: Authorizing the borrowing of approximately \$9,225,000; and providing for the issuance and sale of general obligation refunding bonds.** The county has the opportunity to refund three tax-exempt notes, saving the county about \$280,000. David Albrecht moved for approval, seconded by Bill Roh. Denied 5-0.
9. **Resolution: Add \$45,000 to the Parks Department Professional Services Account to acquire services to develop engineering plans for a new workshop.** Parks Director, Rob Way said a new Parks/UW Extension storage and maintenance shop is part of the county's five-year capital project plan. Mr. Way distributed a rough drawing of the new facility along with a preliminary construction budget. Finance Director, Chuck Orenstein said the request should have gone before the Facilities and Property Management Committee before being brought to the Personnel and Finance Committee for approval. Orenstein suggested the Personnel and Finance Committee review the process of approving capital projects at a future meeting. Stan Kline made a motion to refer the resolution back to the Facilities and Property Management Committee, seconded by Bill Roh. Carried 5-0.
10. **Resolution: Amend the Table of Organization for the Winnebago County Human Resources Department.** Karon Kraft proposed eliminating a now vacant full-time Human Resources Assistant position, and replacing it with two part-time Payroll/Human Resource Clerk positions. The part-time positions will better meet the needs of the department. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
11. **Discuss and action regarding the KRONOS timekeeping/payroll system and data efforts.** Karon asked to table the discussion until it has been determined that Kronos is compatible with the new Munis payroll system. David Albrecht opposed the delay, saying he had received several calls from employees who wanted to know if the Munis system allows employees to access their personal payroll information securely. Kraft assured the committee that Munis is a secure site. A presentation to county board members later this month will show how county board members can access their own paycheck information from home or from a kiosk safely and securely. Patty Francour wanted it noted that her concern is for the project upgrade to the existing timekeeping system used by Park View Health Center and the Sheriff's Office. Francour said the upgrade to the current system needs to be addressed now since the county already had one hardware failure and if the committee wants to rollout the timekeeping system countywide that can be addressed at a later time.
12. **Update regarding the Public Health Department Consolidation.** Doug Gieryn said a draft interagency agreement is in place and the involved parties are reviewing the ordinances. County Executive, Mark Harris said the consolidation will move forward if it is approved by the Oshkosh Common Council, which takes place in February.
13. **Discussion and Action regarding Winnebago County Department of Public Health table of organization.** Winnebago County received grant funding to administer the Wisconsin Well Woman Program. The funds were passed through to Planned Parenthood for the administration of breast and cervical cancer screenings; however the contract with Planned Parenthood has been terminated effective early 2012, meaning the county will need to create two full-time grant funded positions in

order to continue the screening program. The committee will meet prior to the January County Board meeting to address the additional positions.

14. **Discussion and Action regarding countywide Concealed Carry policy.** Karon Kraft proposed that language be added to all employee handbooks regarding a concealed carry policy. Employees would be allowed to carry or transport weapons in their personal vehicles onto any County owned parking lot or ramp. However, the weapons must remain locked in the vehicle and may not be visible to the public when stored. Violations of this policy can result in discipline and possible termination. Claud Thompson moved to approve the policy, seconded by Bill Roh. Carried 5-0.
15. Claud Thompson moved to approve the Resolution for Commendations for Kathy Cannon, Kathy Stark and James Stueber, seconded by David Albrecht. Carried 5-0.
16. Claud Thompson moved to disallow the claim from Dianna Pickett, seconded by David Albrecht. Carried 5-0.
17. The next scheduled meeting of the Personnel & Finance Committee is Thursday, February 2, 2012 at 8 a.m.
18. Bill Roh moved to adjourn the meeting at 10:35 a.m., seconded by David Albrecht. Carried 5-0.

Submitted by,  
Joan Lowe