

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, April 4, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Claud Thompson
David Albrecht
Pat Brennand
Bill Roh
Joel Rasmussen

ALSO PRESENT: Peg Raugh, Human Resources Manager
Ron Montgomery, Human Resources Specialist
Jim Eagan, Assistant Campus Dean @ UW Fox Valley
Anne Boyce, Environmental Health Supervisor
Christian Gossett, District Attorney
Linda Kollmann, Director of Emergency Management
Ernie Winters, Highway Commissioner
Ellen Shute, Deputy Director Human Services
Melissa Konrad, Clerk of Courts
Tom Saari, Behavior Health Service Div. Manager
Tom Widener, County Board Supervisor
Michael Collard

1. David Albrecht called the meeting to order at 8:00 a.m.

Mark Harris introduced Michael Collard as the new Human Resources Director pending County Board approval on April 16. Collard, a graduate of the University of Notre Dame Law School, was formerly the Human Resources Director in Sheboygan County.

2. Pat Brennand moved to approve the minutes of the March 7, 2013, meeting, seconded by Bill Roh. Carried 5-0.
3. **Budget Transfer – District Attorney, \$26,237.** Christian Gossett requested acceptance of a State Department of Administration grant to continue staffing for the Drug Diversion Program. The funding will cover the salary of one half-time position in the District Attorney’s Office. Bill Roh moved for approval, seconded by Pat Brennand. Carried 5-0.
4. **Budget Transfer – Emergency Management, \$2,250.** Linda Kollmann requested acceptance of a \$2,250 grant from the Office of Justice Assistance. The funding will be used to purchase five Android tablets to be used in the field to assess damages from natural and man-made events. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
5. **Budget Transfer – Emergency Management, \$8,994.** Linda Kollmann requested acceptance of a grant from the Office of Justice Assistance funding emergency exercises within the Oshkosh Area School District. Pat Brennand moved for approval, seconded by Joel Rasmussen. Carried 5-0.
6. **Budget Transfer – County Road Maintenance, \$350,000.** The transfer would move \$204,050 from the contingency fund and \$145,950 from the general fund undesignated fund balance to the Highway Department’s snow removal account. The transfer will allow the Highway Department to complete winter maintenance this season as well as November and December operations at year’s end. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

7. **Budget Transfer – Highway Department, \$1,250,000.** The transfer covers the costs of resurfacing County Highway I from County Highway N to County Highway Z in the towns of Black Wolf and Nekimi. Bill Roh moved for approval, seconded by Pat Brennand. Carried 5-0.
8. **Budget Transfer – Highway Department, \$1,750,000.** The transfer covers the costs to resurface County Highway FF from County Highway 44 to the south county line in the Town of Utica. Pat Brennand moved for approval, seconded by Joel Rasmussen. Carried 5-0.
9. **Budget Transfer – Human Services, \$80,000.** Ellen Shute requested acceptance of a grant from the Office of Justice Assistance funding services and programs in order to reduce crime and substance abuse among high-risk offenders. The county may be eligible to apply for the same grants in future years, pending the availability of federal program funding. Bill Roh moved for approval, seconded by Pat Brennand. Carried 5-0.
10. **Budget Transfer – Human Resources, \$10,000.** Peg Raugh requested that \$10,000 be carried over from the Human Resources 2012 professional services account to the 2013 account for the purpose of funding wellness programs. Pat Brennand moved for approval, seconded by Joel Rasmussen. Carried 5-0.
11. **Budget Transfer – Public Health, \$25,000.** The Public Health Department consolidation resulted in additional staff and has created the need for a new vehicle, which would be purchased from the departments undesignated fund balance. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.
12. **Budget Transfer – UW Fox Valley, \$276,000.** The transfer covers the cost of resurfacing parking areas at the University of Wisconsin Fox Valley campus. The total cost of the project would be split between Winnebago and Outagamie counties. Outagamie County has approved its share. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.
13. **Budget Transfer – UW Fox Valley, \$480,000.** The transfer covers the cost of replacing the hot water boilers at the University of Wisconsin Fox Valley campus, which were installed in 1959. The cost is split between Winnebago and Outagamie counties, and Outagamie County has approved its share. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
14. **Budget Transfer – UW Fox Valley, \$1,542,000.** The transfer would authorize the University of Wisconsin-Fox Valley to accept an energy conservation grant from the State of Wisconsin. The state is interested in making energy efficiency upgrades to the campus. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
15. **Approval for a new position- Public Health Department.** The Public Health Department asked to replace the full-time Environmental Health Specialist position that had been eliminated during the consolidation process. The county is contracting inspection services two days per week to keep up with the workload. The committee decided that the request should be addressed during the budget process. Bill Roh made a motion for the committee to vote, seconded by Pat Brennand. Approval was denied 0-5.
16. **Approve changes to the Unclassified Position Pay Schedule.** Peg Raugh presented a revised salary schedule for unclassified positions, increasing the wages for an interpreter in order to keep pace with the current job market. The Public Health Department expects an increase in Burmese refugees in April, creating a need for an interpreter with specialized skills. Pat Brennand moved for approval, seconded by Bill Roh. David Albrecht made a motion to amend the motion to require a report to the committee on the costs for interpreter services after six months, seconded by Bill Roh. Carried 5-0.

17. **Portfolio Analysis for General Operating and Capital Project Fund Deposits and Investments.** Chuck Orenstein reported county investments for the third and fourth quarters of 2012 earned a return of less than one percent.
18. **Discussion on status of employee handbooks.** David Albrecht asked Michael Collard to brief the committee on what Sheboygan County did in developing a handbook. Collard said that a number of collective bargaining groups ended December 31, 2012. It took a year but there were general discussions with employee's and staff. In the end, there was one handbook addressing issues of overtime, hours worked, vacation and, insurance with appendices to address exceptions and job-specific practices. Albrecht said that the county needed to be all one, where everyone is treated the same. Pat Brennand agreed that the county should have a single employee handbook with appendices to address specifics.
19. **Election of officers.** Bill Roh made a motion to retain the same committee officers with David Albrecht as acting chair and Roh as secretary until the 2014 spring elections, seconded by Pat Brennand. Carried 5-0.
20. Pat Brennand moved to disallow the claims of Kristi Kaczrouske, seconded by Bill Roh. Carried 5-0.
21. The next scheduled meeting of the Personnel & Finance Committee is Thursday, May 2, 2013 at 8 a.m.
22. Pat Brennand moved to adjourn the meeting at 9:27 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by,
Joan Lowe