

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 7, 2015

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Claud Thompson
Joel Rasmussen
Harold Singstock

EXCUSED: Bill Roh

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Mike Elder, Director of Facilities
Todd Christopherson, Chief Deputy Sheriff
Ernie Winters, Highway Commissioner
Doug Gieryn, Director of Public Health
Chris Kniep, University of WI Extension Office
Paul Eisen, County Board Supervisor
Mike Norton, County Board Supervisor
Robert Keller, County Board Supervisor
Nicole Riordan, Human Resources Intern
Joan Lowe, Confidential Secretary

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

Public Comments

None

Joel Rasmussen moved to approve the minutes of the April 2, 2015 meeting, seconded by Harold Singstock. Carried 4-0

Budget Transfer – Coroner, \$490. The transfer covers the cost of temporary help while an employee was on medical leave. The \$490 will be paid from the county's salary contingency fund. Joel Rasmussen asked why the department budget could not absorb the cost. Harold Singstock cited a lack of communication: the Coroner's Office may not know what the committee expects while the committee does not know how the Coroner's Office operates. Claud Thompson moved for approval. The motion died for a lack of a second.

Budget Transfer – Public Health, \$34,842. Doug Gieryn asked for acceptance of additional grant funding from the Oshkosh Area Community Foundation and the Wisconsin Department of Health Services. The programs that will benefit are the Heroin Task Force, Performance Management, Maternal Child Health, and Immunizations. Harold Singstock moved for approval, seconded by Joel Rasmussen. Carried 4-0

Budget Transfer – Public Health, \$78,140. Doug Gieryn asked for acceptance of additional grant funding from the Wisconsin Department of Health Services. The programs that will benefit are the Hospital Preparedness, the Community Health Improvement Initiatives and Prevention Activities. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 4-0

Budget Transfer – Highway Capital Project, \$350,000. Ernie Winters distributed pictures showing the deterioration of Waukau Avenue and requested that \$350,000 be used to resurface the road from Poberezny Road to the airport property line. This project would be limited to pulverizing and pavement, and should last 20 years. The road is owned by Winnebago County, although not a county highway. Several other jurisdictions border this section of road but none of them has any authority over it. Claud Thompson moved for approval, seconded by David Albrecht. Carried 3-1. Rasmussen voted against.

Budget Transfer – Scholarship Program, \$1,000. Chris Kniep said 43 high school seniors applied to receive one of nine \$1,000 scholarships offered by Winnebago County. The reviewing committee asked that an additional \$1,000 scholarship be offered since there was a close decision between candidates nine and ten. Joel Rasmussen moved for approval for this one-time exception, seconded by Harold Singstock. Carried 4-0

Budget Transfer – Sheriff's Office, \$2,150. The budget transfer moves K9 donation revenue to the K9 Professional Supplies account for the purchase of 250 K9 plush toys. The toys will be sold at community events to raise funds for the K9 unit, helping to keep the unit self sustainable. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 4-0.

Accounting for attendance at meetings, seminars and other training activities. Chuck Orenstein said department heads have been approving travel expenses for county board members and appointed citizens who attend their department committee meetings. Orenstein said all expenses related to these individuals should be charged to the County Board cost center. The Personnel and Finance Committee was in agreement.

Review of recommendation of the Personnel Function Review Committee. In 2007, the Personnel Function Review Committee issued a resolution outlining recommendations and goals for Winnebago County. These recommendations would be used as a guideline for the County Executive in efforts to improve efficiency throughout the county. Paul Eisen, County Board Supervisor, said the resolution requires the County Executive is to report to the County Board, at least once per year, on the progress made with regard to the recommendations. Eisen said, he did not recall in the last eight years the County Executive making such a report. Mark Harris said many of the recommendations were carried out, some were rejected, and some are still in process. Eisen said the resolution should be updated, possibly at a Special Orders meeting. The recommendations should include the courthouse renovations, he said. David Albrecht said he would review the suggestions put forth by Eisen.

Review of Quarterly investment report. Chuck Orenstein discussed county investments for the fourth quarter of 2014 and the first quarter 2015. Orenstein asked if the reports incorporated too much detail. The committee said it would prefer the report to be limited to highlights, charts and banking information.

Resolution: Approval of the Winnebago County Merit Pay Plan. Mike Collard thanked the 10-member task force that met every Tuesday afternoon to develop the merit pay plan. Collard reviewed a four-page outline describing the plan as designed to motivate employees and tie pay increases to employee performance. Pay increases would not be fixed percentages but would be represented as shares of a funding pool held in a separate contingency account. By designating a fixed pool of money evaluations are bound to be more realistic. Affected employees will be evaluated by supervisors and assigned scores which would be used, together with the employee's position in the pay range, to determine the number of shares the employee will receive in the merit pay pool for the year. If approved by the county board, job descriptions will be reviewed and two to three job-specific competencies to rate the employee's job performance will be added next year.

Merit pay increases, along with any across-the-board increases approved by the county board, will take effect on January 1 following the performance evaluations.

Two pay alternatives were discussed. One would allow employees at the maximum of their pay range to receive merit pay in the form of a bonus paid throughout the year. If a merit pay increase would move an employee's pay above the maximum of the pay range, then the employee's base pay will be increased to the maximum but not beyond, and any merit pay beyond that amount will be paid in the form of a bonus.

The other alternative for employees whose pay is at the maximum of the pay range would be that they are not eligible for any merit pay increase. If a merit pay increase would move an employee's pay above the maximum of the pay range, then the employee's pay will be increased to the maximum but not beyond.

Harold Singstock said the plan should include dates of when the performance evaluations are due back to Human Resources, as well as a section regarding an appeal process. Singstock said the county should talk to a consultant and prepare some cost figures if the county is considering either of the two alternative plans.

David Albrecht moved for approval of Alternative 1. The motion died for a lack of a second.

Collard recommended using Alternative 2 this year and make changes, if needed, after a consultant has looked over the plan.

Joel Rasmussen made a motion to approve the second alternative plan as well as remove any across-the-board raises, seconded by David Albrecht. Motion failed 2-2, with Thompson and Singstock voting against. The committee agreed that the resolution should be submitted to the County Board for a decision.

Update on Three Waves Health Clinic & Wellness Center. Mike Collard said two nurse practitioners have been hired. In a three-month period, the health clinic recorded 847 visits. Applications will continued to be reviewed as staffing needs grow in response to rising demands for services.

Joel Rasmussen moved to approve the Resolutions for Commendation for Sandra Hartmann, Hazel Kaiser and Elizabeth Zwicky, seconded by Harold Singstock. Carried 4-0.

The next meeting of the Personnel & Finance Committee will be Thursday, June 4, 2015, at 8 a.m.

Joel Rasmussen moved to adjourn the meeting at 11:10 a.m., seconded by David Albrecht. Carried 4-0.

Submitted by
Joan Lowe