

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, June 6, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

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

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Bill Topel, Human Services Director
Ellen Shute, Deputy Director
Ann Kriegel, Economic Support Division Manger
Melissa Konrad, Clerk of Courts
Patty Francour, Director of Information Systems
Laura Todd, Technical Support Supervisor
Michael Breuer, Development Supervisor
Peter Moll, Airport Director

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Bill Roh moved to approve the minutes of the May 2, 2013, meeting, seconded by Joel Rasmussen. Carried 5-0.
3. **Budget Transfer – Airport, \$140,000.** The transfer would purchase a new tractor mower for the airport. There are sufficient funds in the airport's Undesignated Fund Balance to cover the purchase. Bill Roh moved for approval, seconded by Pat Brennand. Carried 4-1. Claud Thompson voted against.
4. **Budget Transfer – Human Services, \$322,129.** Bill Topel requested acceptance of state funds to offset increased labor costs associated with implementing of the Affordable Care Act. Additional staff will be needed as well as possible overtime assignments to process new applications for health care coverage. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.
5. **Approval to amend the table of organization at the Department of Human Services to create two full-time Economic Support Specialist positions.** The additional workload associated with the implementation of the Affordable Care Act creates a need for adding two full-time Family Case Managers to the table of organization. These positions will be eliminated from the table of organization on June 30, 2015, unless the State commits to fund them further. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
6. **Resolution: Authorize payment of Excess Committee Days.** A report of County Board members' billings for attendance of unauthorized committee meetings from April 1, 2012, through March 31, 2013, was distributed for committee review. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.
7. **Approval of a special pay adjustment request in accordance with the Administrative Salary Plan.** Patty Francour asked for special pay adjustments for two Information Systems employees. The two employees have specialized skill sets of value to the department and the county as a whole. Recent

experience with recruiting has shown that these skills command higher salaries in the current labor market, and that if the employees were to leave we would need to offer more to replace their skills. The county suspended step-pay increases in 2005 so these employees were limited to annual across-the-board increases. There is no fiscal impact on the 2013 budget since a higher paid employee left the department making additional funds available. David Albrecht said other departments are in the same situation, so approving the adjustment could open a floodgate of similar requests from other departments. Mark Harris said he opposed similar requests in the past, but said the county now risks losing highly qualified employees. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-0-1. Pat Brennand abstained.

8. **Discussion and update regarding employee policy manuals.** Mike Collard distributed the committee an outline of topics to be covered in the county policy manuals. Several manuals will be prepared, but all will share an identical table of contents. Claud Thompson and Pat Brennand maintained the county should prepare a single manual with appendices to address exceptions.
9. **General discussion regarding investments and collateralization.** The current investment policy allows the Finance Department to invest up to \$1 million in uncollateralized investments. Chuck Orenstein asked the committee to change the policy to allow up to \$2.5 million in uncollateralized investments. The committee said it would accept the change, provided sufficient security measures remain in place.
10. **Use of county funds for the purchase of flowers, gifts, refreshments, etc., for informal events and recognitions on behalf of employees.** Chuck Orenstein said the county has been inconsistent when using funds to purchase recognition items and refreshments on behalf of employees or their families. The committee advised Orenstein to outline his recommendations for a county-wide policy. Any recognition related to employees or their families should be listed as a line item in each department's budget.
11. Pat Brennand moved to approve the Resolution for Commendations for Sue Bushman, seconded by bill Roh. Carried 5-0.
12. Pat Brennand moved to disallow the claims of TransPaC Solution for Adam Griswold, seconded by bill Roh. Carried 5-0.
13. The next scheduled meeting of the Personnel & Finance Committee is Thursday, June 27, 2013 at 8 a.m.
14. Pat Brennand moved to adjourn the meeting at 9:45 a.m., seconded by Joel Rasmussen. Carried 5-0.

Submitted by,
Joan Lowe