

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, July 9, 2015

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Claud Thompson
Joel Rasmussen
Harold Singstock
Bill Roh

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Mike Elder, Director of Facilities
John Matz, Sheriff
Todd Christopherson, Chief Deputy
Ernie Winters, Highway Commissioner
Vicky Redlin, Program Manager
Bill Topel, Human Services Director
Barb Sheldon, WIC Program Director/Nutritionist
James Eagon, Assistant Campus Dean at UW Fox Valley
Tom Widener, County Board Supervisor
Mike Norton, County Board Supervisor
Joan Lowe, Confidential Secretary

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

Public Comments

None

Bill Roh moved to approve the minutes of the June 4, 2015 meeting, seconded by Joel Rasmussen. Carried 5-0

Budget Transfer – Facilities and Property Management, \$10,000. Mike Elder asked that \$10,000 be transferred from the Facilities Department’s Vehicle Repairs Account to the department’s Capital Equipment account for the purpose of purchasing a truck and equipment box from the Highway Department. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – Facilities and Property Management, \$12,100. The Facilities Department budgeted \$12,100 in the Vehicle Repairs Account to replace a truck bed. This expense was reclassified as a capital expenditure so the funds need to be reallocated. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0

Budget Transfer – Public Health, \$147,000. A grant of \$147,000 was awarded to the Wisconsin Hospital Preparedness Program. The Public Health Department was asked to be fiscal agent for the program. The funds will be used to purchase communication and personal protective equipment. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.

Budget Transfer – UW Fox Valley, \$216,000. Birds are pecking away at the outside stucco wall of the campus library at UW-Fox Valley creating holes allowing moisture to enter and damage the entire wall. Outagamie County approved the repair as part of its 2015 budget. Jim Eagon said Mike Elder reviewed the

damage and endorsed the repairs. Harold Singstock moved for approval, seconded by Claud Thompson. Bill Roh amended the motion, so that approval is contingent on UW-Fox Valley Board of Trustees approval of the transfer, seconded by Joel Rasmussen. Carried 5-0.

Resolution: Authorize the Finance Department to enter a three year contract extension with Sequoia Consulting to prepare the county's annual cost-allocation plan. Chuck Orenstein asked to renew the county's contract with Sequoia Consulting for an additional three years. Sequoia Consulting has managed the county's cost allocation plan for the past three years and will continue at the same annual fee of \$5,600. Harold Singstock moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Resolution: Amend Merit Pay Plan changing paragraph 2(a) of the plan to allow the County Executive to budget an estimated increase in each department's budget rather than placing the entire amount in a separate account. When the County Board adopted a merit pay plan May 19, it approved the entire amount to be allocated in a separate contingency account. Chuck Orenstein asked to modify the language to read, "The County Executive shall include in each department's budget an estimate of the amount of pay increases that will affect each department". This change will allow the county executive to impose a percentage increase by department, making each department's budget more accurate. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

Resolution: Approval of grant application submittals as well as dedication of all funds attributable toward installation of a canoe-kayak launch and fishing pier at Asylum Point Park. Vicky Redlin said there has been an increase in canoe and kayaking activity in the region. The Fox-Wisconsin Heritage Parkway water trail passes through Asylum Point Bay, but no launching facilities are available there. Redlin said many grant opportunities are available that can fully fund a canoe-kayak launch and fishing pier and proposed that Winnebago County submit applications to establish a launch site at Asylum Point Bay. Joel Rasmussen moved for approval, seconded by Claud Thompson. Carried 5-0.

Approve Excess Committee Days. A report of County Board members' billings for attendance of unauthorized committee meetings from April 1, 2014, through March 31, 2015, was distributed for committee review. Harold Singstock suggested county board members consider being salaried to eliminate such additional per-diem payment requests. Harold Singstock moved for approval, seconded by Claud Thompson. Carried 4-1. Bill Roh voted against.

Status of compensation study. Mike Collard is preparing a request for proposals for compensation consulting services for a study to be completed by next spring.

Request to fill Public Health Department positions which have been vacant for over six months –As part of the 2014 budget process four new full-time positions were added to the Public Health Department's table of organization. However, none of the positions were filled due to the lack of grant funding that year. The positions were again included and approved in the department's 2015 budget, but the positions remain vacant. County policy and past practice is, if a position is not filled within six months it is assumed the position is no longer needed and removed from the table of organization. Mark Harris noted the positions were not filled due to federal cutbacks and the lack of grant funding, but grant funds are now secure and the positions should be filled. David Albrecht made a motion to vote on filling the vacant positions, seconded by Joel Rasmussen. Motion failed 0-5.

Consideration of pay ranges for Sheriff's Office management positions. The positions of Lieutenant, Captain, and Chief Deputy are not in the general Administrative Salary pay schedule, but in a separate pay schedule that has allowed for wage compression. If the positions were moved to the general Administrative Salary schedule they would be eligible for a larger share of the merit pay budget. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0.

Consideration of special pay adjustment for an individual employee in the Human Services Department. Mike Collard asked for a special pay adjustment of at least 10 percent for the Adult Substance Abuse/Safe Streets Supervisor, Carol Morack. Collard said Morack's current pay is approximately \$11,000 less than the next lowest paid supervisor in the division and she has taken on additional responsibilities due to the elimination of the Volunteers in Probation and Teen Court positions. Bill Roh said the county needs a salary study done to determine if her wage is too low or if the other supervisors are paid too much. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 4-1. Roh voted against.

Review of travel and other expense policies. Chuck Orenstein said the ordinance regarding gratuities allows for a 10 percent tip for meal expenses but if the restaurant automatically adds the tip to the bill it can be as high as 15 percent. Employees have exceeded the 10 percent limit and in some cases employees have had to reimburse the county for the excess paid. Orenstein recommended changing the language to say, "gratuities of around 15 percent will be reimbursable"; that way if an employee pays a few cents more they would still be following policy limits. Bill Roh said the language should say, "a maximum of 15 percent" and that the language regarding porter services reimbursement of 25 cents per bag should be eliminated. Orenstein said he will revise the proposed ordinance language for committee review next month.

Status of internal cash handling audits. Chuck Orenstein prepared a request for proposals to perform five internal audits for the county. The proposals are due by July 9.

Joel Rasmussen moved to approve the Resolutions for Commendation for Ronald Duerkop, Joseph Friday and Joyce Helz, seconded by Claud Thompson. Carried 5-0.

David Albrecht moved to disallow the claim of: Christopher Boegh, seconded by Claud Thompson. Carried 5-0.

The next meeting of the Personnel & Finance Committee will be Thursday, August 6, 2015, at 8 a.m.

Joel Rasmussen moved to adjourn the meeting at 10:25 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by
Joan Lowe