

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Monday, November 4, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Claud Thompson (arrived at 8:25 a.m.)
Joel Rasmussen
Pat Brennand (left at 8:30 a.m.)
Bill Roh

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
John Matz, Sheriff
Mark Habeck, Captain-Comm/Dispatch Center
Mary Krueger, Treasurer
Mike Elder, Director of Facilities & Property Mgmt.
Melissa Konrad, Clerk of Courts
Morgan Hinkley, Administrator Park View Hlth Center
Christian Gossett, District Attorney

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Joel Rasmussen moved to approve the minutes of the October 3, 2013, meeting, seconded by Pat Brennand. Carried 4-0.
3. **Budget Transfer – Facilities, \$30,000.** The transfer allows the acceptance of two grants establishing a tree management and maintenance plan. A \$5,000 grant from the American Transmission Company funds tree-planting throughout the Winnebago County grounds. The Wisconsin Dept. of Natural Resources grant matches up to \$25,000 through its Urban Forestry Grant Program to assist the Facilities Department in managing trees throughout the county. Many trees have been removed due to weather damage and the emerald ash borer infesting ash trees. David Albrecht moved for approval, seconded by Pat Brennand. Carried 4-0.
4. **Budget Transfer – Highway Department, \$250,000.** The board approved for the bonding of the CTH I resurfacing project in April. However, there are sufficient funds in the undesignated fund balance to pay for the project without the need to issue promissory notes. Pat Brennand moved for approval, seconded by Bill Roh. Carried 4-0.
5. **Sale of tax deed properties to local municipalities.** The county owns five properties to be offered for sale to municipalities for prices equal to back taxes, interest and acquisition costs. Bill Roh moved to approve for the selling of properties, seconded by Joel Rasmussen. Carried 4-0.
6. **Discussion on the employee policy manual.** Mike Collard distributed proposals to revise policies concerning weapons, funeral leave, vacation and sick leave to make them more consistent among bargaining units. Collard said vacation and holiday changes should begin Jan. 1, 2015, since employees have already made their vacation selections for 2014. David Albrecht move to send the policy manual to the December county board meeting but later withdrew the motion. Collard will present the proposed changes to the county board in November.

7. **Portfolio Analysis for General Operating and Capital Project funds.** The committee reviewed but had no questions about the investment reports for the second and third quarters of 2013. Bill Roh and David Albrecht each commended Chuck Orenstein's work on the reports.
8. Bill Roh moved to disallow the claim of Anne Hallman, seconded by Joel Rasmussen. Carried 4-0.
9. Bill Roh moved to disallow the claim of The Claim Center, LLC on behalf of AT&T, seconded by Joel Rasmussen. Carried 4-0.
10. The next scheduled meeting of the Personnel & Finance Committee is Thursday, December 5, 2013 at 8 a.m.
11. Bill Roh moved to adjourn the meeting at 9:50 a.m., seconded by Claud Thompson. Carried 4-0.

Submitted by,
Joan Lowe