

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, November 5, 2015

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

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

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Ernie Winters, Highway Commissioner
Julie Barthels, Deputy County Clerk
Doug Gieryn, Director of Public Health
Rob Way, Parks Director/Expo Site Manager
Victoria McGrath, Ph.D., McGrath Human Resources Group
Malayna Halvorson Maes, McGrath Human Resources Group
Mike Elder, Director of Facilities & Property Management
William Demler, Highway Maintenance Superintendent
Loanne Owens-Flaig, Accountant/Office Manager
Ken Robl, County Board Supervisor
Larry Lautenschlager, County Board Supervisor

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

Public Comments

None

Bill Roh moved to approve the minutes of the October 8, 2015, meeting, seconded by Joel Rasmussen. Carried 5-0.

Joel Rasmussen moved to approve the minutes of the October 20, 2015, meeting, seconded by Harold Singstock. Carried 5-0.

Budget Transfer – Public Health, \$72,427. Doug Gieryn requested acceptance of grants from six sources:

- Ebola Grant, \$46,176, to help manage ebola and other communicable diseases.
- Wisconsin Well Women Program Grant, \$5,751, to address women's health issues.
- Kenzie Foundation Grant, \$10,000, to support the Heroin Task Force.
- Grant from Theda Clark, \$1,500, to support the bike to boogie event in Neenah.
- Oshkosh Area Community Foundation, \$5,000, to help youth at risk by increasing family interaction.
- Affinity Health, \$4,000, for healthy eating efforts.

Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – Parks Department, \$1,500. Rob Way requested acceptance of a donation of \$1,500 from a trail supporter to be used for the purchase of a stone bench to be placed near Medina Junction

Road on the WIOUWASH Trail. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

Approve Dominion Voting System contract for the purchase of countywide voting equipment. The municipalities that now use Dominion Voting Systems equipment have agreed to purchase new voting equipment from Dominion provided that the County Clerk coordinates the agreement. Each municipality will pay its respective share of the hardware and software costs. Bill Roh moved for approval, seconded by David Albrecht. Carried 5-0.

Resolution: Amend Resolution 209-92015 to change the funding source for the courthouse roof replacement component of the project to using contingency funds rather than bond proceeds. This resolution was withdrawn by Chuck Orenstein.

Review and approve modifications to the county travel policy. Committee members proposed the following changes to the travel policy.

- The effective date becomes 1/1/2016
- Add a statement under the heading 'Expense Voucher Approval' providing a deadline vouchers must be submitted for payment.
- Change the meal allowance rates to \$8 for breakfast, \$10 for lunch, and \$20 for supper.
- Change the total daily meal allowance from \$35 to \$38.
- Eliminate the entire paragraph on itemized receipts from section 4, number 4.
- Eliminate the last sentence on reimbursement for porter services from section 5, number 7.
- Add the following sentence to Section 7, Enforcement, "In the case that the County Board Chairman is also the Chairman of the Personnel and Finance Committee the Personnel and Finance Committee Vice Chairman would review the expenses."

Bill Roh moved for approval of the changes, seconded by David Albrecht. Carried 5-0.

Proposed rule change - Limit the amount the Personnel & Finance Committee can approve without County Board approval. County Board policy currently allows the Personnel and Finance Committee to adjust a department's budget up to \$3,000 without bringing the budget transfer before the County Board for approval. Chuck Orenstein asked that the limit be increased to \$10,000 or \$20,000. Harold Singstock made a motion to increase the limit to \$15,000, seconded by David Albrecht. Carried 5-0.

Review of investment portfolio for the second and third quarters of 2015. Harold Singstock asked that a summary page be added to the portfolio.

Update on pay for performance and compensation study. Dr. Victoria McGrath from McGrath Human Resources Group addressed the committee on how her company will handle the county's compensation study. McGrath along with Malayna Halvorson Maes will be meeting with departments over the next two days. In the next few months they will work with Human Resources staff to collect data and identify potential problems. Mike Collard said that supervisors and department heads did a tremendous job on the pay for performance evaluations. More training will be needed for supervisors on setting goals for employees, Collard said, but the process has gone reasonably well overall.

Joel Rasmussen moved to approve the Resolution for Commendation for Sally Poklasny and Julie Wara, seconded by Claud Thompson. Carried 4-0.

Claud Thompson moved to disallow the claim of: Jazmyn Flowers, seconded by Joel Rasmussen. Carried 4-0.

The next meeting of the Personnel & Finance Committee will be Thursday, December 3, 2015, at 8 a.m.

David Albrecht moved to convene into Closed Session pursuant to exemption provided in section 19.85(1) (f), Wis. Stats., for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par, (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations at 9:30 a.m. Motion seconded by Bill Roh. Roll call vote: Singstock, aye; Roh, aye; Rasmussen, aye; Albrecht, aye; Thompson, aye. Motion carried 5-0.

At 10:25 a.m. David Albrecht made a motion to reconvene to open session, seconded by Bill Roh. Roll call vote: Singstock, aye; Roh, aye; Rasmussen, aye; Albrecht, aye; Thompson, aye. Motion carried 5-0.

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

Submitted by
Joan Lowe