

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, November 6, 2014

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

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

ALSO PRESENT: Mark Harris, County Executive  
Chuck Orenstein, Finance Director  
Doug Petraszak, Assistant Finance Director  
Michael Collard, Director of Human Resources  
Ernie Winters, Highway Commissioner  
David Maccoux, Schenck Business Solutions  
Robert Keller, County Board Supervisor  
Kenn Olson, 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 2, 2014, meeting, seconded by Claud Thompson. Carried 5-0

Joel Rasmussen moved to approve the minutes of the October 24, 2014, meeting, seconded by Claud Thompson. Carried 5-0

**Budget Transfer – Highway, \$15,000.** Ernie Winters said this was for the purchase and installation of a salt brine tank and dispensing system for the County Highway Department at the new STH 26 salt storage facility located in the Town of Nekimi. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0

**Update on the Health Wave Clinic-Mike Collard**

Mike Collard handed out two contracts for the health clinic, one is the agreement for the provisions of Interra Health Inc services and the other is the intergovernmental agreement between the city, school and us. Mike said Corporation Counsel has looked at the contracts. Mike said the site on 21 and 41 fell through because Walgreens said no. Bill Roh asked if Walgreens owns the building and Mike said they do not but they are the anchor tenant and have veto power over other tenants. Mike said the Huber center was also looked at but needed remodeling which could cause a substantial delay and expense of up to \$250,000. The Ohio Street location has been chosen and remodeling should start next week. The contract will go to the County Board on November 18<sup>th</sup>. Mike said there were eleven employee meetings held regarding health insurance, at which he also made a presentation on the clinic and got a favorable reaction from employees.

**Proposed Amendment of Human Resources Policy 20.02**

Mike Collard said this had been on the agenda twice and postponed until the November meeting. It is a request to add domestic partners to the list of immediate family members; it would affect sick leave and funeral leave benefits. Mike said this is not a major expense. Joel Rasmussen said we don't provide these benefits to unmarried opposite sex couples, so the same should apply to same sex couples, who can now

legally get married. No action was taken on this, just discussion. Mike said he will tell the group who signed the petition that it was discussed.

### **2013 Audit – Management Communications-Schenck Business Solutions**

David Maccoux of Schenck Business Solutions reported the audit found no concerns about the county's accounting procedures and controls. He said the county did a good job and he encourages the committee to review the audit.

### **Discussion on Request for Proposals for compensation consultants**

David Albrecht said some supervisors wanted this on the agenda. Mike Collard said he is preparing requests for information to submit to consultants, he has samples from other counties. The hardest part is to describe what they are going to do for us. We need to know the rules for raises, how to move through the grade, and what kind of performance pay to use. Mike is gathering a lot of information and he will bring it to the committee. Mike said there will be two phases, first the rules and structure and then start applying that to the jobs and how they fit into the structure. Harold Singstock said updating the job descriptions is the starting point. He also said we should be talking positions and not the people who are in the positions. Harold said we should concentrate on the counties best interest as a whole first and then come back for fine-tuning. Claud Thompson said we should check with other counties who used a consultant and see what information they got, unless it was confidential. Mike said there are parts we can have and parts we can't. Claud is wary of this whole thing and thinks we should look at what we will get before we commit.

### **Portfolio Analysis for General Operating and Capital Project Fund Deposits and Investments.**

Chuck Orenstein reported county investments for the second and third quarters of 2013.

Dave Albrecht moved to approve the Resolution for Commendation for Jean Martinez, seconded by Joel Rasmussen. Carried 5-0.

There was discussion on how claims are handled and what the outcome is. Chuck said he gets a monthly report and he can go through it with the committee in a closed session.

Dave Albrecht moved to disallow the claim of: Kreilkamp Trucking, seconded by Bill Roh. Carried 5-0.

Bill Roh moved to disallow the claim of: Enoch Arteaga, seconded by Harold Singstock. Carried 5-0.

Mike mentioned that the attached new hire report was in a revised format, as suggested by Harold Singstock, and that it gives more information and includes positions classified as casual or project.

The next meeting of the Personnel & Finance Committee will be Thursday, December 4, 2014, at 8 a.m.

Chuck said there will be a fifteen-minute Personnel & Finance Committee meeting on November 18<sup>th</sup> at 5:45 before the county board.

Bill Roh moved to adjourn the meeting at 9:50 a.m., seconded by Joel Rasmussen. Carried 5-0.

Submitted by  
Kathy Rumlow