

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, December 3, 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  
Doug Petraszak, Assistant Finance Director  
Michael Collard, Director of Human Resources  
Bill Topel, Director of Human Services  
Ellen Shute, Deputy Director at Human Services  
Rob Way, Parks Director/Expo Site Manager  
Todd Christopherson, Chief Deputy Sheriff  
John Matz, Sheriff  
Darin Rice, Lieutenant  
Chris Kniep, Family Living Educator  
Joe Aulik, Veterans Service Officer  
Tom Widener, County Board Supervisor  
Jim Koziczowski, County Board Advisor  
Robert Keller, 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 November 5, 2015, meeting, seconded by Joel Rasmussen. Carried 5-0.

**Budget Transfer – Finance, \$3,000.** Doug Petraszak requested a budget transfer from the contingency fund to cover a cost overage in labor. David Albrecht moved for approval, seconded by Claud Thompson. Carried 5-0.

**Budget Transfer – Human Services, \$11,000.** Human Services exceeded its automobile allowance, but there are sufficient unspent funds in other expense accounts to cover the overage. When the 2015 travel budget was established the reimbursement rate was 56 cents per mile but after the budget was approved the rate increased by 2.6 percent. Ellen Shute and Bill Topel asked that the transfer be amended to \$29,500 to include projected overages to occur in November and December. Harold Singstock moved to approve the \$29,500 transfer, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Parks Department, \$1,000.** Rob Way said his department exceeded its lodging budget, but noted that there are sufficient unspent funds in other expense accounts to cover the overage. Way attended two workshops that were not budgeted. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-0-1. Thompson abstained.

**Budget Transfer – Sheriff’s Office, \$274,026.** Sheriff John Matz gave a PowerPoint presentation showing the county-owned Bearcat vehicle in action. A Homeland Security Grant of \$225,000 is available toward the purchase of a new Lenco Bearcat. The remaining \$49,026 needed for the purchase would come from the sale of the county’s existing Bearcat. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Sheriff’s Office, \$4,000.** Wisconsin County Mutual Insurance Corporation held its 4<sup>th</sup> Annual Advanced Law Enforcement Risk Training challenge. Winnebago County received \$4,000 for a fourth-place finish, and seeks to use the awarded funds to purchase an AED unit for the courthouse. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Sheriff’s Office, \$1,500.** John Matz requested acceptance of a grant from the Department of Transportation for the continuation of the Teen Safe Driver Program. The money will be used to hold informational meetings for teens and their parents highlighting the hazards of using electronic devices while driving. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0.

**Budget Transfer – UW Extension, \$15,600.** The transfer reclassifies funds in the 2016 budget for the purchase and installation of a hearing loop in the large conference room of the James Coughlin building. The funds were budgeted as small equipment but should have been itemized as a capital outlay expense. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

**Budget Transfer – UW Extension, \$5,935.** The transfer would move \$5,935 from various office and operating expense accounts to the capital outlay account for improvements to the current public address system in the main James Coughlin conference room. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

**Budget Transfer – Veterans, \$12,377.** Joe Aulik requested acceptance of a \$12,377 grant from the County Veterans Service Office to be used for labor expenses. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.

**Approve a job title correction in the 2016 budget.** As part of the 2016 budget, the county board approved the new position of psychotherapist in the Human Services table of organization. The position is actually a family services therapist. Both positions occupy the same pay range. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0.

**Review and approve modifications to the county travel policy.** Chuck Orenstein updated the travel policy as directed by the committee at last month’s meeting. The committee had approved the meal allowance rates for breakfast at \$8, lunch at \$10 and supper at \$20; however Orenstein revised the travel policy to have those rates include a 15 percent tip, changing the per meal allowances to \$10, \$12 and \$23. Since the updated document was not what the committee approved, Joel Rasmussen made a motion to change the rates to \$9 for breakfast, \$11 for lunch and \$21 for supper, and eliminate any reference to tips. The motion died for a lack of a second. David Albrecht made a motion to accept Orenstein’s language but later withdrew the motion. Joel Rasmussen made a motion that the maximum reimbursements be \$10 for breakfast, \$12 for lunch and \$23 for supper including tips and requiring receipts for all reimbursed meals. Bill Roh seconded the motion. Carried 5-0. Doug Petraszak noted the county does not have a residence requirement and proposed the removal of travel policy language referencing permanent residency in Winnebago County. The committee agreed.

**Update on pay-for-performance and compensation study.** Mike Collard said about 900 employees were evaluated, and eight employees received a perfect score of twenty. Collard is currently working on dividing the merit pool funds and calculating raises for employees.

The next meeting of the Personnel & Finance Committee will be Thursday, January 7, 2016, 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 10:25 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 10:55 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 10:55 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by  
Joan Lowe