

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Wednesday, February 26, 2014

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Claud Thompson
Joel Rasmussen
Pat Brennand

EXCUSED: Bill Roh

ALSO PRESENT: Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
John Matz, Sheriff
Barry Busby, Coroner
Melissa Konrad, Clerk of Courts
Patty Francour, Director of Information Systems
Mike Elder, Director of Facilities and Property Management
Linda Kollmann, Director of Emergency Management
Barb Sheldon, WIC Program Director/Nutritionist
John Bodnar, Corporation Counsel
Morgan Hinkley, Administrator Park View Health Center
Jerry Bougie, Planning/Zoning & GIS Director
Christian Gossett, District Attorney
Peter Moll, Airport Director
Ernie Winters, Highway Commissioner
Bill Wingren, County Board Supervisor
Robert Keller

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

Pat Brennand moved to approve the minutes of the Feb. 6, 2014, meeting, seconded by Joel Rasmussen. Carried 4-0.

Budget Transfer – Airport, \$600,000. The transfer covers the cost to replace damaged concrete panels in the terminal and fixed base operator ramp areas. The project will be 95 percent funded by federal and state sources, with the remaining funds coming from funds held by the state remaining from a prior project. Pat Brennand moved for approval, seconded by Joel Rasmussen. Carried 4-0.

Budget Transfer – Airport, \$31,000. Peter Moll requested \$31,000 be carried over from the airport's 2013 equipment account to purchase a new boiler. The committee initially approved the purchase at the October 2013 meeting. Claud Thompson moved for approval, seconded by Joel Rasmussen. Carried 4-0.

Budget Transfer – Corporation Counsel, \$12,000. The transfer covers cost overruns from using outside legal services. Pat Brennand moved for approval, seconded by Claud Thompson. Carried 4-0.

Budget Transfer – District Attorney, \$57,489. Christian Gossett requested acceptance of a Wisconsin Department of Corrections grant to hire a COMPAS evaluator. The intervention program will evaluate

offenders and intervene on their behalf to help reduce recidivism. The program costs are fully funded by the grant. Joel Rasmussen moved for approval, seconded by Claud Thompson. Carried 4-0.

Budget Transfer – Facilities, \$24,000. Mike Elder requested a transfer of \$24,000 for the purchase of a van to replace a vehicle that was wrecked in an accident. The pricing is based on state contract bids. David Albrecht moved for approval, seconded by Pat Brennand. Carried 4-0.

Budget Transfer – General Services, \$8,500. Chuck Orenstein requested a \$8,500 transfer from the Salary Contingency Fund to the Labor and Fringe account to cover cost overruns for temporary help and compensated absences. In 2013 temporary help was used for an employee on medical leave. Also, due to union decertification, union payouts for unused sick time exceeded what was budgeted. David Albrecht moved for approval, seconded by Claud Thompson. Carried 3-1. David Albrecht voted against.

Budget Transfer – Highway Department, \$950,000. The transfer covers the reconstruction of the intersection of CTH N and CTH I, adding turn lanes and improving drainage. David Albrecht moved for approval, seconded by Pat Brennand. Carried 4-0.

Budget Transfer – Sheriff’s Office, \$36,816. Sheriff John Matz asked to accept a grant offered through the Office of Justice Assistance Homeland Security for the purchase of a SWAT robot to minimize the danger to SWAT team members. David Albrecht moved for approval, seconded by Claud Thompson. Carried 4-0.

Budget Transfer – Emergency Management, \$6,229. Linda Kollmann requested acceptance of a U.S. Department of Homeland Security grant funding a hazardous materials response drill with the Galloway Company of Neenah. Joel Rasmussen moved for approval, seconded by Pat Brennand. Carried 4-0.

Approve budget carryovers from 2013 to 2014. This transfer covers various departments’ Type II budget carryovers from 2013 to 2014. Chuck Orenstein said that all the carryovers are reasonable and ask the committee to approve the list of department requests. David Albrecht moved for approval, seconded by Claud Thompson. Carried 4-0.

Resolution: Authorize the Finance Department to extend the audit contract of Schenck Business Solution. Chuck Orenstein requested the approval of a three-year extension of a service contract with Schenck Business Solutions for auditing the county’s financial statements. The proposed fee schedule represents annual increases of less than 1 percent. Pat Brennand moved to approve the contract extension, seconded by Joel Rasmussen. Carried 4-0.

Resolution: Establish Salary for Winnebago County Sheriff. The office of Sheriff, currently paid \$89,394 per year, is up for election for a four-year term starting in 2015. Mike Collard looked at the salaries of sheriffs in comparable counties and proposed three salary-plan alternatives. Plan A proposes a 2 percent wage increase each year of the term. Under Plan B, the Sheriff would receive a \$5,000 pay increase plus a 2 percent increase the first year, then 2 percent annual increases thereafter. Plan C would spread out the pay increases of Plan B equally over each of the four years, or 3.5 percent increases each year. Bill Roh was not in attendance but sent David Albrecht an email saying that he favors option B. Pat Brennand moved to approve Plan B, seconded by Claud Thompson. Carried 4-0.

Resolution: Establish Salary for Winnebago County Clerk of Courts. The office of the Clerk of Courts, currently paid \$65,981 per year, is up for election to a four-year term starting in 2015. Mike Collard compared the salaries of clerks of courts in other counties and proposed three salary-plan alternatives. Plan A proposes a 2 percent wage increase each year. Under Plan B, the Clerk of Courts would receive a \$5,000 increase plus a 2 percent increase the first year, followed by 2 percent increases each year thereafter. Plan C would spread out the pay increases of Plan B equally over the four-year term, or 3.5 percent increases each year. Bill Roh was not in attendance but sent David Albrecht an

email saying that he favors option B. Joel Rasmussen moved to approve Plan B, seconded by Pat Brennand. David Albrecht said that the position has more responsibility than the clerk of courts in Outagamie County, and warranted a pay boost reflecting that. Pat Brennand moved to amend the motion to increase the amount to \$6,500, seconded by David Albrecht. Carried 4-0. The committee then voted 4-0 to approve the amended resolution.

Resolution: Establish Salary for Winnebago County Coroner. The office of Coroner, currently paid \$65,981 per year, is up for election for a four-year term starting in 2015. Mike Collard proposed 2 percent wage increases each year of the term, saying it is hard to find comparable salaries for other counties since many have medical examiners and pathologists. Barry Busby said that Marathon, Racine and Kenosha counties currently pay their coroners annual salaries of \$68,000, \$68,677 and \$74,000, respectively. Pat Brennand moved to approve, seconded by Joel Rasmussen. David Albrecht made a motion to amend the motion to include an additional \$2,000 pay increase the first year, seconded by Joel Rasmussen. Carried 3-1. Pat Brennand voted against. The committee voted 3-1 to accept the amended resolution.

Resolution: Adopt revisions to pay schedules for former collective bargaining employees. Under current Wisconsin law all non-law enforcement bargaining units are considered decertified, meaning the pay schedules of the former collective bargaining agreements no longer apply. Mike Collard said the proposed resolution is similar to the 2014 Administrative Salary Schedule that was passed by the committee in October. It includes a 1.75 percent across-the board wage increase effective Jan. 1, 2014, and an additional 1.5 percent wage increase for employees below the mid-point of their pay scales. David Albrecht made a motion to defer action to the April committee meeting, seconded by Pat Brennand. Carried 4-0.

Quarterly Investment Report. The committee reviewed the investment report for the fourth quarter of 2013. Chuck Orenstein reported county investments earned a return of less than 1 percent.

Pat Brennand moved to disallow the claims of: Brooke Domer, seconded by Joel Rasmussen. Carried 4-0.

Pat Brennand moved to convene into Closed Session pursuant to exemption provided in section 19.85(1) (c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 9:30 a.m. Motion seconded by David Albrecht. Roll call vote: Thompson, aye; Brennand, aye; Albrecht, aye; Rasmussen, aye. Motion carried 4-0.

At 9:50 a.m. Pat Brennand made a motion to reconvene to open session, seconded by Joel Rasmussen. Roll call vote: Thompson, aye; Brennand, aye; Albrecht, aye; Rasmussen, aye. Motion carried 4-0.

Approve amending the Table of Organization for the Winnebago County Planning and Zoning Department. Jerry Bougie asked to change a vacant, full-time Account Clerk I position to a full-time Tax Listing Specialist. He said there would be no net fiscal impact this year since the new hire would start below the midpoint, which is less than the top pay wage of the former account clerk. Pat Brennand moved for approval, seconded by David Albrecht. Carried 4-0.

The next scheduled meeting of the Personnel & Finance Committee is Thursday, April 3, 2014 at 8 a.m.

Pat Brennand moved to adjourn the meeting at 9:55 a.m., seconded by Joel Rasmussen. Carried 4-0.

Submitted by,
Joan Lowe