

1 69-062022

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3 **RESOLUTION: Creating a Department of Administration, Amending Tables of Organization for**
4 **Administration, Finance, and Human Resources Departments, and Transferring**
5 **Budgets to Department of Administration**

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8 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

9 **WHEREAS**, in recent years county government financing has become increasingly more complex, requiring
10 amplified oversight of intergovernmental funds, and administration of federal and state grant funds, such as those
11 awarded under the State and Local Fiscal Recovery Funds program under the American Rescue Plan Act (ARPA),
12 the Wisconsin Department of Administration Neighborhood Investment Fund Grant Program, and the Bi-partisan
13 Infrastructure Investment and Jobs Act (IIJA); and

14 **WHEREAS**, additional recent pressures on administration of county government include the upheaval in
15 labor markets, extreme difficulty in recruiting and retaining employees, the need for a wage study update, and the
16 need to handle pandemic-related issues such as remote work arrangements and the vaccination mandate; and

17 **WHEREAS**, Winnebago County could further capitalize on efficiencies with purchasing, contracts, property
18 and casualty insurance, health and dental insurance, information technology innovation, and other special projects
19 which could potentially reduce the tax levy burden in our county; and

20 **WHEREAS**, the county board and administration have desired to begin long-term planning with a strategic
21 plan, financial outlook, facilities master plan, and other policies review, while the current management structure of the
22 county does not have sufficient time resources positions to devote to such issues; and

23 **WHEREAS**, the county board would benefit from more and better information to better understand crucial
24 policy decisions which impact our citizens, employees, and other stakeholders; and

25 **WHEREAS**, increasing financial and regulatory pressures make it essential that the county maximize
26 efficiencies and coordination among departments, as well as the ability to change; and

27 **WHEREAS**, adding a professional administrative position, with responsibility for internal service
28 departments, would relieve some of the pressure on the Director of Human Resources and Director of Finance
29 positions by separating risk management, purchasing, and general services functions from the core responsibilities of
30 those departments, possibly make it easier to recruit for these positions, improve coordination among departments,
31 administer new grant programs, assist with strategic vision, and enable the county to adapt to a changing
32 environment; and

33 **WHEREAS**, a new Director of Administration position could provide supervision and assistance to the
34 Directors of Human Resources, Finance, and Information Systems, while all four of these director positions would
35 remain heads of county departments within the meaning of Wis. Stats. section 59.17(2)(br), requiring appointment by
36 the County Executive and confirmation by the County Board.

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38 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby
39 creates a Department of Administration within Winnebago County Government, effective July 1 2022; that the Table
40 of Organization for the Department of Administration is created including four full-time positions: Director of
41 Administration, Purchasing Manager, Risk Manager, and Administrative Associate I; that the Table of Organization
42 for the Finance Department is amended by removing the position of Purchasing Manager, that the Table of

43 Organization for the Human Resource Department is amended by removing the position of Risk Manager, and that
44 the Table of Organization for General Services is amended by removing the position of Administrative Associate I.

45 **BE IT FURTHER RESOLVED**, that the budget for org 1019, currently used for the Purchasing Manager
46 position, be separated from the Finance Department budget and established as a separate budget for the
47 Department of Administration, that the labor budgets for the Risk Manager and General Services position remain in
48 the Property and Liability Insurance Fund, Workers Compensation Fund, and General Services Fund but under
49 control of the Director of Administration, and that the following budget transfers be made to the Department of
50 Administration budget for 2022:

51 \$12,197 from Human Resources labor accounts to Department of Administration labor accounts
52 \$42,086 from Finance labor accounts to Department of Administration labor accounts
53 \$33,925 from undesignated fund balance to Department of Administration labor accounts
54 \$3,000 from undesignated fund balance to Department of Administration accounts for computer
55 equipment, telephone, computer licensing, and office supplies
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57 *Fiscal Impact: \$36,925 to be transferred from the undesignated fund balance and \$54,283 to be transferred from*
58 *other departments.*

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60 Respectfully submitted by:

61 **PERSONNEL AND FINANCE COMMITTEE**

62 Committee Vote: **3-2**

63 Vote Required for Passage: **Two-Thirds of Membership**

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65 Approved by the Winnebago County Executive this ____ day of _____, 2022.

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Jonathan D. Doemel
Winnebago County Executive