

**WINNEBAGO COUNTY BOARD OF SUPERVISORS
PERSONNEL & FINANCE COMMITTEE MINUTES**

DATE: Thursday, June 1, 2023

TIME: 9:00 a.m.

PLACE: Winnebago County Administration Building – Room 120 – 112 Otter Avenue, Oshkosh, WI 54901

COMMITTEE MEMBERS PRESENT: Morris Cox
David Albrecht
Steve Binder
Betsy Ellenberger
Donald Nussbaum

PRESENT: Michael Collard – Administration
Mary Anne Mueller – Corporation Counsel
Melanie Boelter – Corporation Counsel
Jon Doemel – County Executive
Paul Kaiser – Finance
Mark Habeck – Human Resources

VIA ZOOM: Adam Breest – Parks Department; John Rabe – Solid Waste; Melissa Schnyder – Clerk of Courts;
Laura – Highway; CBrehmer

1. Call the Meeting to Order

Meeting was called to order at 9:01am by Chairman Morris Cox.

2. Public Comments

No Comments

3. Approval of May 4, 2023 Personnel & Finance Committee Meeting Minutes

Dave Albrecht so moved to approve; seconded by Steve Binder. Carried 5-0.

4. Report from the Finance Department regarding the General Fund Balances & Portfolio Analysis

Paul Kaiser provided financial information. General Fund is just over \$51.5 million which includes money from the Spirit Fund. Hoping to report on Quarter 2 and Final Year End 2022 at the August meeting. Bonding rates are higher, last seen at 6-6.5%, and would like to bond \$10 million. Over \$100 million of investments. Majority with Associated Trust and started to move investments around. Currently 4.5% rate for 7 years. Goal for the Spirit Fund is short-term CDs at 6-12 months. \$17 million matured through May 31, 2023. Setting up meetings for investment groups. Steve Binder offered to research if Paul could email him the bonds, interest rate, and who. Selling bonds in this market is bad.

5. Budget Transfer: Parks Department for Registration Tuition

Adam Breest stated this transfer is for training. He was hired in 2021 and attended Leadership Oshkosh and this spanned for 2 years. The cost was higher than what budgeted for. Morris Cox questioned the Stationary & Forms account to decrease from. Adam stated this Budget Transfer was completed by the Finance Department. Mike Collard found that account was underspent and could move money from that account for budget control in the general category. Betsy Ellenberger moves to approve the budget transfer; seconded by Steve Binder. Mike Collard stated this was for 2022, the 2023 budget is established with training funds. Carried 5-0

6. Merit Plan Discussion

Mark Habeck reported on the Executive Report Compensation Study Update from McGrath Human Resources Group. We completed the compensation study, re-slotting and pay adjustments; the next step is how to handle merit raises and policies. The suggestion is a merit raise and cost-of-living-adjustment

(COLA). Many employees don't understand the current merit system and it's not simple. Dave Albrecht asked if HR makes adjustments behind-the-scenes? Mark responded no, would need to bring a special pay adjustment to the P&F Committee, which has happened in the past, but is not common. Merit is suggested at 2%. When hiring new employees, that person should reach the control point within 3-5 years, and eligible to earn a merit increase. Could eliminate the share formula; either earn the increase, or not. Could apply a 2% COLA adjustment to all employees and this would help the employee to keep within the pay schedule. Steve Binder asked why not go back to Step Raises? Merit raise would be for those that work hard and to eliminate favoritism. Betsy Ellenberger hopes favoritism is not happening. Mark stated the County couldn't afford the Step Raise increase in the past, so no increase was given. The 2% merit raise is a target, to give something to the employees. Dave Albrecht stated Mark Harris froze the raises. Mark said that was part of his budget and the County Board approved it. The current annual performance evaluations have categories of: Unsatisfactory, Satisfactory, and Exemplary. The employee would earn shares and different amounts. The perception is favoritism as unable to explain the shares, so want to change the process to eliminate confusion. Still using core values such as: Teamwork, Dependability, Customer Service, and Responsibility, plus three job-specific categories. Would like to add professional development to assist with department goals. The County Board wanted another component other than just being here. Feels that 99% of the employees qualify for merit raises. Morris Cox asked how to get directors and managers to have ownership of this process? If there was a common form for all to complete, would bring out components for evaluation for the employee to sign off on. Mark stated he is working on a draft form so the employees are aware of the professional development goals well in advance, along with objectives. The evaluation process would be more about employee development and department goals. Dave Albrecht asked about elected officials. Mark replied that their supervisor would complete the forms for the employee to inform them of their raise percent, while the elected officials pay are set prior to their term. Steve Binder mentioned he heard from some employees; that they never heard from their supervisor, about not doing anything wrong, then not getting their full shares. The employees shouldn't be held back. Dave Albrecht asked if Mark sits in on any of the evaluations. Mark said no, this is up to the supervisors. Betsy Ellenberger felt the merit raise would be for someone who goes above-and-beyond and has proof of doing extra; it's like dangling a carrot. Mark stated there are different mechanisms. Mike Collard mentioned that is what "Stellar" was for on the annual evaluation but didn't work as well as hoped for. Jon Doemel stated this is all good discussion and would like the 'evaluation' to be all year round, not just once a year. Set better, smart goals. Have personal improvement plans, observe what is happening and how to improve. Work with people all year. As a government, can't compare to the private sector. HR does look over all evaluations each year. Don Nussbaum thinks this is okay but asked if this will be two raise periods, every 6 months? Mark would like there to be a schedule adjustment as one raise, and the merit as the second raise, but for department efficiencies, it would be best to do both raises at once. Morris Cox would like for the employees to see the form before talking with the supervisor to be prepared. Mark stated goals are set at the evaluation for the next year, would do the same thing with the new process. Employees would know the goals and expectations. Mike Collard stated a proposal will be created for the County Board next month, with a presentation this month just for discussion, no voting.

7. Resolution of Commendation for: Sarah Zblewski

Betsy Ellenberger moves to approve; seconded by Dave Albrecht. Carried 5-0

8. Resolution to disallow the claim for: Erin Metcher

Betsy Ellenberger moves to disallow the claim for Erin Metcher; seconded by Don Nussbaum. Carried 5-0

9. Set Next Meeting Date

Thursday, July 6, 2023 at 9:00 a.m.

10. Adjournment

Motion by David Albrecht; seconded by Steve Binder. Carried 5-0.

The meeting was adjourned at 10:09 a.m.

Submitted by:
Jenny Sonnleitner
Human Resource Associate II