

**PERSONNEL & FINANCE COMMITTEE MINUTES**  
**November 3, 2023**

**Present:** David Albrecht, Steven Binder, Morris Cox, Betsy Ellenberger, Donald Nussbaum

Mike Collard – Administration Director  
Hannah Kottke – Asst. Corporation Counsel  
Julie Barthels – County Clerk  
Paul Kaiser – Finance Director  
Mark Habeck – Human Resources Director  
Stephanie Stieg – Human Resource Generalist

Jamie Luehring – Human Resource Generalist  
Adam Breest – Parks & Expo Center Director  
Lara Vendola – Sheriff's Office  
John Rabe – Solid Waste Director -ZOOM  
ND - ZOOM

**1. Meeting called to order at 9:00 am by Chairman Morris Cox.**

**2. Public Comments**

No comments from the public

**3. Adopt Agenda**

Motion by Supervisor Binder, seconded by Supervisor Albrecht to adopt the agenda.  
CARRIED 5-0.

**4. Approval of the Minutes for October 5 and October 17, 2023, meetings**

Motion by Supervisor Binder, seconded by Supervisor Albrecht to approve the minutes from the October 5, 2023, and October 17, 2023, meetings. CARRIED 5 – 0.

**5. Report from the Finance Department regarding the CAP Projects and Investments**

Director Kaiser provided reports to the committee for investments that he has made and the status of the capital projects that have been allocated. He is planning to invest with US Treasuries. He is actively looking for ways to invest and get the most for the dollars invested. He makes sure that the investments are secure. Director Kaiser checks with local banks to see if they are interested in working with the County. He sends requests to the banks monthly. Currently the money market interest rate is at 5.3%.

Director Kaiser went thru the list of capital projects provided to the committee. He noted that Resource X, the owner of the Priority Based Budgeting Program, was recently bought out by Tyler Technologies. This is the financial program that the County is currently using. Discussion was held regarding the funding for the 980 housing units being built. At some point he would like to have department heads come in quarterly and talk to the Personnel and Finance Committee regarding projects. The facility comprehensive study has been done. Director Elder will be compiling a plan that will be presented to the county board. He reported on the progress of Highway projects.

Adam Breest, Parks Director, explained the progress of the projects for parks. Bids went out for the generator for the Expo building project; they came in under budget. He reported on the Grundman Boat Landing and the possibility of installing cameras; the equine complex project; and the Waukau Creek project.

Lara Vendola, Sheriff's Dept., reported on the dispatch center project and the Motorola radios. The radios are in Green Bay getting programmed.

Director Kaiser reported on the projects at UWO-Fox Valley; the child care center and the parking lot paving project.

**6. Budget Transfer: Parks Department in the Amount of \$950 to Purchase a Snow Plow for New Truck**

The plow blade for the new truck for the Parks Department came in at \$9,515.00 leaving a balance due of \$947.99 from the amount that was budgeted for the blade. The Parks Department is asking for a budget transfer of \$950.00 to cover the balance due.

Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve. CARRIED 5 – 0.

## **7. Resolution: Amending Human Resources Policies to Adopt Paid Time Off (PTO) Plan**

Director Habeck provided the amended policies for the PTO plan. He gave a summary of the feedback from employees that were expressed at PTO meetings.

The following policies were updated: Policy 13 – Family and Medical Leave, 15 – Unpaid Leave and Other Leaves of Absence, 17 – Paid Time Off ((PTO), 18 - Holidays, 20 – Income Continuation Benefits, 26 - Layoffs, and 27 – Termination of Employment.

There will still be processes to follow in each department regarding vacation and sick time. Director Habeck talked to Executive Doemel regarding the transfer of PTO time to another employee and they will be creating a policy for this procedure. Departments still have control of requests for time off.

Changes that were made:

- Policy 18 - Added language regarding consecutive holidays that follow Fridays and fall before Mondays. They have to be taken in the year the holiday occurs. They tried to be consistent by aligning all employees in the same system. Director Habeck explained how employees that work 24 -7 schedules earn holiday pay. Floating holidays are incorporated into Paid Time Off. Holidays are based on 8-hour days.
- Policy 20 – Bereavement Leave – is built into accrual rate of Paid Time Off. For funerals, an employee would use two days of Paid Time Off and five days Extended Leave Benefit.
- Policy 26 – Layoffs – Updated verbiage regarding layoffs. Paid Time Off is based on hours worked.
- Policy 27 – Termination of Employment –Proper notice is required to be eligible for payout; 30 days for salary employee, 2 weeks for hourly employee. You are required to physically work on the last day. Termination prior to one year of service will be ineligible for any benefit payout.

Frozen sick leave will still be paid out. Extended sick leave bank will not be eligible for payout.

Temporary policies are being put in place for transitioning to the new system for the year 2024.

A resolution will be presented to the County Board at the November meeting "Amending Human Resources Policies to Adopt Paid Time Off (PTO) Plan" to adopt this plan.

Motion by Supervisor Binder, seconded by Supervisor Ellenberger to approve.

CARRIED 5 – 0.

## **8. Commendation : Honoring Winnebago County Employee Paul DeLap in Memorium**

Motion by Supervisor Ellenberger to approve, seconded by Supervisor Binder to approve.

Carried 5 – 0

## **9. Set next meeting date**

The next meeting date is set for December 7, 2023, at 9:00 a.m.

## **10. Adjournment**

Motion by Supervisor Albrecht, seconded by Supervisor Ellenberger to adjourn. CARRIED 5-0. The meeting was adjourned at 10:03 a.m.

Respectfully Submitted: Julie A. Barthels, County Clerk