

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, March 3, 2022

TIME: 8:00 a.m.

PLACE: Winnebago County Administrative Building
112 Otter Ave, Oshkosh WI 54901
Room 120

PRESENT: Joel Rasmussen
Morris Cox
David Albrecht
Steve Binder

EXCUSED: Vicki Schorse

ALSO PRESENT: Jon Doemel, County Executive
Michael Collard, Director of Human Resources and Acting Director of Finance
Mark Habeck, Acting Director of Human Resources
Adam Breest, Director of Parks and Expo Center
Doug Gieryn, Director of Public Health
John Matz, Sheriff
Mike Elder, Director of Facilities
Doug Gieryn, Director of Public Health
Eric Rasmussen, Director of Emergency Management
Jim Schell, Airport Director
Cameron Hallock, Deputy Airport Director
Patty Francour, Director of Information Systems
Ashlee Rahmlow, Public Health Supervisor
Chris Viau, Area Extension Director
Kara Gruber, Administrator Park View Health Center
Douglas Petraszak, Financial Services Manager PVHC
JoAnn Rife, Chief Facilities Officer at UWO Fox Cities
Mary Krueger, Treasurer
Mary Anne Mueller, Corporation Counsel
Kelly Kutz, Office Supervisor
Christian Gossett, District Attorney
Miles Maguire, Oshkosh Examiner
Mike Norton, County Board Supervisor

Joel Rasmussen called the meeting to order at 8:00 a.m.

Public Comments

None

Morris Cox moved to approve the minutes of Feb. 3, 2022, seconded by David Albrecht. Carried 4-0.

Review Type 1 budget carryovers, and approve Type 2 budget carryovers from 2021 to 2022 for Airport, Clerk of Courts, Emergency Management, Facilities, Highway, Human Resources, Information Systems, Park View Health Center, Parks, Public Health, Sheriff, and UW Extension. Land and Water Conservation and Emergency Management each had Type I budget carryovers reflecting purchase commitments made in 2021 but to be fulfilled this year. Several departments also requested Type II

budget carryovers, which apply unspent funds to the following year. David Albrecht moved for approval, seconded by Morris Cox. Carried 4-0.

Approve budget transfers for 2021 for:

- **General Services, \$300 labor.** The General Services labor account was over budget due to an employee's merit raise. This overage can be covered by transferring unspent funds from the department's equipment rental expense account. David Albrecht moved for approval, seconded by Steve Binder. Carried 4-0.
- **Human Resources, \$505 labor.** The Human Resources labor account was over budget due to merit raises. This overage can be covered by transferring unspent funds from the department's computer software expense account. Joel Rasmussen moved for approval, seconded by David Albrecht. Carried 4-0.
- **Scholarship Fund, \$1,500 operating grants.** Additional scholarships were awarded by the County Board but there are unspent funds in the fund balance account to cover the overage. Steve Binder moved for approval, seconded by Morris Cox. Carried 4-0.
- **Self-Funded Health Insurance, \$849 labor.** The overage resulted from incentive payments given to participants in a disease management program. The payments are treated as income to the employees involved. This overage can be covered by transferring unspent funds from administrative fees for health coverage. Morris Cox moved for approval, seconded by Steve Binder. Carried 4-0.

Approve 2021 budget transfers for Treasurer's Office: \$10,000 labor and \$21,000 contracted services. Due to low interest rates, the interest income earned on the county's operating checking account fell \$21,000 short of its banking fee costs. The department also incurred labor expenses of \$10,000 due to a change in employee health care coverage enrollment. The transfer moves \$31,000 from the tax interest revenue account to cover the additional expenses. Steve Binder moved for approval, seconded by Morris Cox. Carried 4-0.

Approve 2021 budget transfers for Miscellaneous and Unclassified: \$264,283 for telephone, taxes & assessments, grounds maintenance, and other transfers out. The Miscellaneous and Unclassified accounts exceeded budget in three areas:

- Taxes and Assessments exceeded budget by \$139,514 due to unexpected special assessments from the City of Oshkosh for property along County Road Y, as well as a property tax bill for the Carter building next to the County Administration Building.
- The Other Transfers Out account exceeded budget by \$94,283 due to an accounting error involving the NextGen911 capital project.
- The Maintenance and Grounds account was over budget by \$18,408 due to higher than expected billing by the Highway Department for clearing snow from various county parking lots.

The overages can be covered with unspent funds from other sources: wage payouts, FICA Medicare expenses, the contingency fund, and the undesignated general fund balance account. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-0.

Review budget transfers (information only) for Highway:

- **\$117,500 for two dump trucks, from savings on Light Reader and two patrol trucks.** This reallocates \$105,500 in funds that were to be used for the purchase of two patrol trucks in 2022, and \$12,000 in savings from the purchase of a light reader for a sign truck and applying both of those funds for the purchase two additional tri-axle dump trucks in order to take advantage of limited time cost savings from the vendor. No action is required.
- **\$80,000 for drainage system repair, from savings for epoxy in parking area.** This reallocates funds that were to be used to epoxy the highway facility's parking lot. This project was cancelled and the budgeted funds will be used to repair the drainage system in the warm storage area. No action is required.

- **\$11,448 for purchase of message board, from savings on survey equipment.** This reallocates funds for survey equipment and applies them to purchase a message board for a sign truck. No action is required.

Review and discuss Capital Improvement Plan for 2022-2026. Mike Collard discussed the plan and said each of the listed items require individual approval. Projects would be funded either by borrowing or use of the county's general fund. Steve Binder said he would prefer to see projects approved during the budget process so departments can put them out for bid at the beginning of the year.

Approve \$294,000 for the remodeling of 45 jail cells to reduce the spread of infectious disease amongst inmates, such as COVID-19, tuberculosis, influenza, etc. The request authorizes the use of \$294,000 from the county's undesignated fund balance for remodeling 45 cells to reduce the spread of infectious diseases amongst inmates. Morris Cox moved to approve, seconded by David Albrecht. Carried 4-0.

Approve a multi-year Police Service Agreement between Winnebago County and the Town of Clayton and amend Table of Organization for Sheriff's Office for the purpose of providing patrol services of 40 hours per week. The Town of Clayton would like to contract a Winnebago County Sheriff's Office Deputy to patrol the Town of Clayton. Under the 5½ year contract, patrol services would be provided 40 hours per week with the town reimbursing the county for labor and benefit costs. The Sheriff's Office table of organization would add one full-time police officer position to accommodate the request. Morris Cox moved to approve, seconded by David Albrecht. Carried 4-0.

Approve the acceptance of drone equipment donation to include training of staff facilitated by Badger State Sheriff's Association. John Matz requested acceptance of a donation from Badger State Sheriff's Association for four drones and training for staff. Two drones will be used for indoor searches, while the other drones will provide scene documentation, search and rescue, and crash reconstruction. Steve Binder moved to approve, seconded by Morris Cox. Carried 4-0.

Approve Memorandum of Understanding between the County of Winnebago and the Winnebago County Deputies' Association on proposed acceleration of benefits and pay to accommodate lateral transfers. The proposed agreement would allow the county to increase the number of sick leave, floating holidays, and vacation hours given to new employees who may have creditable years of experience with another employer. The county seeks to attract more experienced candidates by accelerating benefits. David Albrecht moved to approve, seconded by Morris Cox. Carried 3-1. Binder voted against.

Approve the increase of two additional paid holidays for the Public Safety Dispatch positions. Currently, positions at the Sheriff's Office have varying number of floating holidays each year. Booking Security Clerks receive a total of 13 floating holidays per year while Dispatchers receive 11. Mike Collard requested that the Dispatchers receive an additional two floating holidays to better align the positions. Joel Rasmussen moved to approve, seconded by Morris Cox. Carried 4-0.

Approve amending the Purchase of Services Contract between Inmate Calling Solutions and Winnebago County by reducing the handling charge for inmate money deposits to \$2.00 per transaction. Family members who deposit money into an inmate's account at the jail are charged different service fees depending on the amount deposited and the payment method used. The sheriff wants to amend the service contract to establish a flat rate of \$2 for all transactions. Morris Cox moved to approve, seconded by David Albrecht. Carried 4-0.

Approve resolution setting salaries for elected Sheriff and Clerk of Courts for 2023-2026 term. The offices of Sheriff and Clerk of Courts are up for election in 2022, for four-year terms beginning January 2023. The committee compared several salary plan alternatives, while comparing salaries of other department heads within the county as well as comparable salaries from other counties. Steve Binder made a motion that both positions receive a 3 percent across-the-board wage increase each year, seconded by Joel Rasmussen. David Albrecht amended the motion, requesting an additional \$2,000 be added to the base pay and then a 3 percent

wage increase for the first year, and a 3 percent wage increase for each of the three following years, seconded by Joel Rasmussen. Carried 3-1. Binder voted against.

Approve acceptance of \$897,863 Stimulant and Opioid Addiction Recovery grant and budget transfer of \$297,214 for the District Attorney's Office. The transfer accepts a \$897,863 Stimulant and Opioid Addiction Recovery grant from the Department of Justice for the purpose of identifying and responding to the needs of people with substance abuse disorders who are currently excluded from diversion programs. A budget transfer of \$297,214 is also needed to disburse funds into various accounts for 2022. David Albrecht moved to approve, seconded by Morris Cox. Carried 4-0.

Approve special pay increases for investigators in the District Attorney's Office. In December 2021, the county board approved resolution 248-122021 approving special pay increases for certain sheriff's office employees. Christian Gossett asked that the positions of special investigator and investigator in the District Attorney's Office receive a special pay increase of \$3 per hour to align their pay with equivalent Sheriff's Office positions. David Albrecht moved to approve, seconded by Steve Binder. Carried 3-1. Rasmussen voted against.

Approve ground lease with Volatus Infrastructure LLC. Jim Schell asked for approval of a 20-year lease agreement with Volatus Infrastructure for the purpose of providing electric vertical takeoff and landing aircraft to operate transportation services at Wittman Regional Airport. The yearly land rental fee for 2022 is \$1,332.16 with fees adjusted every three years by the percentage change in the Consumer Price Index. Steve Binder moved to approve, seconded by David Albrecht. Carried 4-0.

Approve budget transfer of \$69,412 for UWO-Fox Cities child care center addition cost overruns. The Child Care Center capital improvements project is \$138,824 over budget. The transfer of \$69,412 reflects the county's share that would come from the contingency fund balance. The remaining project costs would be funded by Outagamie County. Steve Binder moved to approve, seconded by Morris Cox. Carried 4-0.

Approve UWO-Fox Cities Science Rooms Fume Hood project with funding of \$116,200. The transfer of \$116,200 reflects the county's share of a \$232,400 fume hood replacement project at the UWO-Fox Cities Campus. The remaining project costs will be funded by Outagamie County, and are approved. The committee questioned why a feasibility study wasn't done first to learn if the current HVAC could accommodate the new fume hoods. Morris Cox moved for the approval of \$19,580 for a feasibility study to be conducted, seconded by Joel Rasmussen. Carried 3-1. Binder voted against.

Approve changes to the Unclassified Pay Schedule. Mike Collard presented a revised salary schedule for unclassified positions, increasing the wages for reserve officers in the Sheriff's Office and casual call LPN's at Park View Health Center by 3 percent, and seasonal labors starting at a minimum of \$15.00 an hour. The increases would become effective March 4, 2022. Joel Rasmussen said there would be a compression problem with hospital aides, food service workers and custodian positions if the seasonal employees were to start at \$15.00 an hour.

Joel Rasmussen made a motion to approve the 3 percent pay increase for reserve officers and casual call LPN's but make the minimum wage for seasonal employees \$13.00, to keep in line with the City of Oshkosh seasonal wages, then and add .50/hour to future years to returning workers, seconded by Steve Binder. Carried 4-0.

Approve three-year contract with Clifton Larsen Allen LLP for auditing services. With the current turnover in staff in the Finance Department, it is in the county's best interest to hire an outside firm to prepare the county's Annual Comprehensive Financial Report. Clifton Larsen Allen, LLP, has been the county's auditing firm for several years and is willing to prepare the annual report. By entering into a three-year agreement with the firm the county would get a better rate. Joel Rasmussen moved to approve, seconded by Morris Cox. Carried 4-0.

Steve Binder moved to approve the Resolutions of Commendation for Judy Fenrich, Joan Jaworski and Kay Kundiger, seconded by Morris Cox. Carried 4-0.

The next scheduled Personnel & Finance Committee meeting is April 7, 2022, at 8 a.m.

Morris Cox moved to adjourn at 10:30 a.m., seconded by David Albrecht. Carried 4-0.

Submitted by
Joan Lowe