

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, March 5, 2020

TIME: 8:00 a.m.

PLACE: Conference Room 119
112 Otter Ave., Oshkosh, WI

PRESENT: Joel Rasmussen
Harold Singstock
David Albrecht

EXCUSED: Stephanie Spellman
Vicki Schorse

ALSO PRESENT: Mark Harris, County Executive
Vicky Fitzgerald, Director of Finance
Mike Collard, Director of Human Resources
Mike Elder, Director of Facilities
Marleah Keuler Grahek, Administrator PVHC
Rob Way, Director of Parks and Expo Center
James Schell, Airport Director
Melissa Pingel, Clerk of Courts
Melissa Schnyder, Accounting Supervisor
Keri Willenkamp, Financial Associate II
Ray Palonen, Highway Commissioner
Chris Viau, Area Extension Director
Jeff Gilderson-Duwe, Director of Winnefox Library System
Linda Kollmann, Director of Emergency Management
Eric Rasmussen, Deputy Director of Emergency Mgmt.
Makenzie Hunter, Project Diversion Program Coordinator
Jerry Bougie, Director of Planning & Zoning
Patty Francour, Director of Information Systems
Cheryl Brehmer, Coroner
Anne Boyce, Environmental Health Manager
Mike Brunn, County Board Supervisor

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

Public Comments

None

David Albrecht moved to approve the minutes of February 6, 2020, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Coroner, \$8,000. Additional charges were incurred when the Milwaukee County Medical Examiner's Office performed autopsies for Winnebago County. The transfer moves \$8,000 from the Coroner Department's per diem account to other operating expenses to cover overages in transportation fees. David Albrecht moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Highway Department (Informational Only). The Highway Department's building and improvement account had a savings of \$65,550. The surplus will be transferred to its equipment account for the purchase of a truck and a floor sweeper.

Budget Transfer – Highway Department, \$830,000. The transfer accepts \$830,000 from the Wisconsin Department of Transportation for roadwork completed but not budgeted in 2019, and appropriates the funds to the Highway Department's account for other operating expenses. David Albrecht moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Parks Department, \$1,578. Rob Way asked for acceptance of a \$1,578 donation to purchase a stone bench to be placed on the shoreline at Asylum Point Park. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Public Health Department, \$600,331. Anne Boyce said the transfer accepts grant funding from the Wisconsin Department of Health Services to hire a lead project coordinator to coordinate lead-based paint abatement program for residences of Medicaid-eligible children in Winnebago County. The funding will allow for one additional full-time position to be added to the table of organization and fund program expenses through June 30, 2021. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 3-0.

Approve Budget Carryovers from 2019 to 2020. Land and Water Conservation, the District Attorney's Office and Emergency Management each had Type I budget carryovers reflecting purchase commitments made at year-end but which will be fulfilled this year. Several departments also requested Type II budget carryovers, which apply unspent funds to the following year. Harold Singstock moved for approval, seconded by David Albrecht. Carried 3-0.

Approve several small multi-year agreements for a variety of devices. Patty Francour requested to extend several small multi-year maintenance agreements. The agreements for the Rapid SSL Certificates provide computer encryption and security protection services. The Dynamsoft agreements provide interface imaging for employees who scan documents into in-house written applications. Extending the agreements two or three years would reduce county costs. Joel Rasmussen moved for approval, seconded by David Albrecht. Carried 3-0.

Approve table of organization change for the Human Services Department. David Albrecht moved to approve the change to the Human Services Department table of organization by eliminating a full-time crisis intervention manager and adding a full-time mental health crisis specialist lead position, seconded by Harold Singstock. Carried 3-0.

Approve table of organization change for Park View Health Center. Marleah Keuler Grahek requested the table of organization be amended by changing a part-time (80 percent) housekeeping supervisor to a full-time environmental services supervisor position. The change would become effective April 15, 2020. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 3-0.

Approve table of organization change for the Public Health Department. The committee earlier approved a budget transfer to accept funding of \$600,331 from the Wisconsin Department of Health Services. Anne Boyce asked that the Public Health Department's table of organization be changed to reflect the addition of a full-time lead abatement project coordinator position that would be funded by the transfer. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 3-0.

Authorize a three (3) year agreement between Winnebago County and Oshkosh Hmong Service Center. Harold Singstock moved to approve the three-year agreement with Oshkosh Hmong Service Center for the purpose of holding its Annual New Year Celebration Event, seconded by David Albrecht. Carried 3-0.

Authorize a five (5) year agreement between Winnebago County and Winnefox Library System. The agreement allows Winnefox Library System to provide services to residents of member communities that do not maintain a library by providing support services, and research and development. It also allows residents of Winnebago County access to resources of other libraries within the Winnefox Library System. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 3-0.

Authorize a two (2) year agreement between Winnebago County and Municipal Services Bureau for county-wide credit card processing and merchant services. The county seeks to enhance payment options for customer collections in various departments. A request for proposal was issued and Municipal Services Bureau was selected to provide and implement credit/debit card and E-check processing services to several departments. The estimated annual cost to the county is \$2,705. David Albrecht moved for approval, seconded by Harold Singstock. Carried 3-0.

Discuss December 2019 Preliminary Budget vs Actual Analysis by department. Vicky Fitzgerald described each department's 2019 year-end budget status, explaining the variances between their budgeted to their actual expenses. Fitzgerald will propose related budget transfers at next month's meeting.

Discuss and Approve Undesignated General Fund Balance Policy. Currently, the county does not have a formal policy regarding management of its General Fund balance. Vicky Fitzgerald distributed a policy draft reflecting the Governmental Financial Officers Association (GFOA) guidelines for best practices. The policy is designed to establish key elements to measure and ensure the financial stability of Winnebago County. Harold Singstock moved to approve the policy with changes suggested by the committee, seconded by David Albrecht. Carried 3-0.

Review Fourth Quarter Investment Report for 2019. Vicky Fitzgerald said county investments for the fourth quarter of 2019 earned 2.3 percent. Fitzgerald said yields on investments have been declining due to a slow decrease in market interest rates.

David Albrecht moved to approve Resolutions of Commendation to Debra Klemz and Sandra Staerkel, seconded by Harold Singstock. Carried 3-0.

The Personnel & Finance Committee will meet April 2, 2020, at 8:00 a.m.

Harold Singstock moved to adjourn at 10:25 a.m., seconded by David Albrecht. Carried 3-0.

Submitted by
Joan Lowe