

AMENDED

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 6, 2021

TIME: 8:00 a.m.

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

PRESENT: Joel Rasmussen
Steve Binder
David Albrecht
Morris Cox
Vicki Schorse

ALSO PRESENT: Jon Doemel, County Executive
Mike Collard, Director of Human Resources
Vicky Fitzgerald, Finance Director
Ashley Paul, Director of Nursing
Kara Gruber, Administrator Park View Health Center
Robert Doemel, Acting Highway Commissioner
Mike Elder, Director of Facilities
Melissa Pingel, Clerk of Courts
Jo Ann Rife, UWO-Fox Cities
Mary Krueger, Treasurer
Carol Blackmore, Accounting Supervisor
Sara Henke, Register in Probate
Peg Raugh, Human Resource Manager
Hon. Barbara Hart Key, Circuit Court Branch III
John Rabe, Director of Solid Waste
John Fink, Executive Assistant
Ethan Hollenberger, Project Chief of Staff
Todd Christopherson, Chief Deputy Sheriff
Greg Cianciolo, Captain-Patrol
Mary Anne Mueller, Corporation Counsel
Sue Ertmer, County Clerk
Paul Eisen, County Board Supervisor
Mike Norton, County Board Supervisor
Koby Schellenger, County Board Supervisor

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

Public Comments

Supervisor Paul Eisen, District 4, 1807 Brighton Beach Road, Menasha, spoke in support of the County Executive's request to change his table of organization.

David Albrecht moved to approve the minutes of April 1, 2021, seconded by Morris Cox. Carried 5-0.

Budget Transfer – County Clerk, \$1,000. The transfer moves \$1,000 from the contingency reserve account to other operating expense account for small equipment technology to purchase a new laptop. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 5-0.

Budget Transfer – Sheriff's Office, \$322,850. The transfer moves \$322,850 from the undesignated general fund balance to the Sheriff's Office capital outlay account to fund the boathouse repair project. The boathouse stores the largest of the Sheriff's Office boats, Marine 1, on the Fox River at the end of Broad Street in Oshkosh. The boathouse, built by the City of Oshkosh in 1952, was given to the Sheriff's Office without a deed in 1980. The boathouse is deteriorated and needs to be rebuilt with a new boat lift. Jon Doemel said he didn't support the project at first, but changed his mind after reviewing alternative options and their respective costs. David Albrecht moved to approve, provided the city grants the county a deed to the property, seconded by Vicki Schorse. Carried 5-0.

Budget Transfer – Highway Department, \$19,020. The Highway Department had savings from a tow plow purchase that came in under budget. The savings would purchase a 20-foot flat bottom boat to be used for bridge inspections. Information only.

Budget Transfer – Parks Department, \$760. The Parks Department's capital outlay account includes \$760 in project savings it will use it to cover an overage on the expo roof coating project. Information only.

Budget Transfer – Sheriff's Office, \$600. The Sheriff's Office had savings from the purchase of squad cars. Part of the savings will be used to cover an overage on a boat trailer that came in \$600 over budget. Information only.

Budget Transfer – UWO Fox Cities, \$5,000. This transfer is a capital outlay substitution to cover an overage on geology lab flooring project that came in \$5,000 over budget. The funding will come from savings from the card reading system project. Information only.

Approve sale of County owned property to the City of Oshkosh Redevelopment Authority. The general code for Winnebago County requires the County Treasurer to offer tax-deeded non-homestead properties to governmental entities willing to pay their tax bills, plus any interest and acquisition costs. The City of Oshkosh Redevelopment Authority expressed interest in acquiring parcel number 902-0210 for redevelopment. Steve Binder moved to approve, seconded by Vicki Schorse. Carried 5-0.

Establish values on in-rem properties. The committee was asked to approve the established values of properties acquired as a result of delinquent real estate taxes through in-rem actions. Vicki Schorse moved to accept the values the County Treasurer established on the following parcels, seconded by David Albrecht. Carried 5-0.

Town of Neenah
Parcel No. 010-1497-01
Vacant lot on Harvard Dr., Neenah
Suggested Appraised Value \$3,000

City of Neenah
Parcel No. 806-1432
1054 Apple Blossom Dr., Neenah
Suggested Appraised Value \$155,000

City of Oshkosh
Parcel No. 907-0345
Vacant lot on Central St., Oshkosh
Suggested Appraised Value \$8,000

Approve a change to the table of organization for Park View Health Center. Park View Health Center has hired two temporary Hospitality Aides to assist with infection control protocols during the COVID pandemic. These temporary positions will expire in June. Kara Gruber requested that a vacant full-time C.N.A. position be replaced by a full-time Hospitality Aide position to maintain the required protocols. Steve Binder moved to approve, seconded by Morris Cox. Carried 5-0.

Approve a change to the table of organization for the Finance Department. Vicky Fitzgerald requested that the table of organization be amended by eliminating an Accounting Supervisor position, and adding a Budget Manager position and an Accountant position. This change would add one extra full-time employee and allow the Finance Department to better serve the county. A transfer of \$52,101 from the contingency reserve account to the Finance Department's labor and other operating account is needed to cover the position changes. David Albrecht moved to approve, seconded by Morris Cox. Carried 5-0.

Approve changes to the table of organization for the Solid Waste Department. Solid Waste has asked to change its table of organization by eliminating one full-time Administrative Associate-Solid Waste position and one full-time Recycling Program Manger position and adding one full-time Office Supervisor position and one full-time Communications/Program Development Specialist position. Mike Collard said the changes will improve management structure and uniformity of operations throughout the department. Morris Cox moved to approve, seconded by David Albrecht. Carried 5-0.

Approve a change to the table of organization for the Office of the County Executive. The County Executive asked to amend the table of organization to include two new positions - a Chief of Staff and a Communications Specialist - and increase travel and training costs to his budget.

A Chief of Staff-project employee was hired with an assignment end date of June 30. The Executive seeks to make this a permanent position. The committee asked if the Executive was fully utilizing the Executive Assistant position currently in his office. The committee said hiring an employee upon taking office without recognizing the skills of existing staff undermines the county's staffing strategy.

Vicki Schorse moved to table the matter until the July committee meeting and asked the County Executive to provide a job description, wage analysis and a supporting operating plan for the requested position. The budget transfer request for the other position should be part of the 2022 budget process, seconded by Morris Cox. Carried 5-0.

Act on reclassification requests for certain positions in Park View Health Center, Register in Probate Office, and Sheriff's Office. The Winnebago County Compensation Plan allows department heads to make written requests to the Director of Human Resources to reclassify an existing position from one pay grade to another. The Director reviews the requests and presents his recommendations to the Personnel & Finance Committee in May.

- **RN's in Park View Health Center.** The position currently falls in pay grade 24P and the department requested it be raised to pay grade 25. Mike Collard said the current pay range is consistent with the RN positions in Public Health and with other facilities. The county is not at a crisis stage in hiring and recommends the pay grade stay at 24P.
- **Deputy Register in Probate.** The position currently falls in pay grade 18 and the Register in Probate requested it be raised to pay grade 20. Mike Collard recommends this position be raised to pay grade 19 which is comparable to the Court Assistant position at the Clerk of Courts Office.

- **Chief Judge Key requested the Register in Probate position be moved to grade 23.** Collard reviewed the position of **Register in Probate** and recommends the position be moved from pay grade 21 to pay grade 23.

David Albrecht moved to accept Mike Collard's recommendations, seconded by Joel Rasmussen, carried 5-0.

- **Certified Nursing Assistant in Park View Health Center.** The position currently falls in pay grade 13A and the department requested it be raised to pay grade 16 citing a nationwide shortage and difficulty filling positions. Mike Collard reviewed the position and recommends the position be moved to pay grade 14. After discussion by the committee, Steve Binder made a motion to reclassify the position to pay grade 15, seconded by Morris Cox. Carried 5-0.
- **Public Safety Applications Associate.** There are two technical positions in the Sheriff's Office: the Associate position at pay grade 23 and a Public Safety Applications Administrator at pay grade 24. Todd Christopherson stated that the scope of the Associate position has expanded over time and now has the same duties as the Administrator position. Christopherson asked that the Associate position be moved to pay grade 24. Mike Collard recommended the position stay at pay grade 23 to be in line with the Network Technician positions in Information Systems. Morris Cox made a motion to reclassify the position to pay grade 24, seconded by Steve Binder. Carried 5-0.

Review of 1st Quarterly Investment Report. Vicky Fitzgerald reported that the average rates of return as of March 31, 2020, and December 31, 2019, were 1.40% and 1.63%, respectively. Last year at March 31, 2020 the average return was 2.15%. Interest rates are declining as a result of the COVID-19 pandemic.

The next scheduled Personnel & Finance Committee meeting is June 3, 2021, at 8 a.m.

Morris Cox moved to adjourn at 11:25 a.m., seconded by David Albrecht. Carried 5-0.

Submitted by
Joan Lowe