

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, July 6, 2017

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Joel Rasmussen  
David Albrecht  
Mike Brooks  
Harold Singstock

EXCUSED: Bill Roh

ALSO PRESENT: Mark Harris, County Executive  
Michael Collard, Director of Human Resources  
Chuck Orenstein, Finance Director  
Ray Palonen, Highway Commissioner  
Mary Krueger, Treasurer  
John Matz, Sheriff  
Ginger Lenz, Administrative Associate Public Health  
Mark Habeck, Human Resource Generalist  
Patty Francour, Director of Information Systems  
Melissa Pingel, Clerk of Courts  
Melissa Schnyder, Accountant

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

**Public Comments**

None

David Albrecht moved to approve the minutes of June 1, 2017, seconded by Mike Brooks. Carried 4-0.

**Budget Transfer – Public Health, \$23,500.** The transfer from the Public Health Department’s reserve fund balance will cover the cost for a new vehicle. Public Health has two vans and a car, but rising travel demands have increased mileage reimbursement costs to employees. An additional vehicle is estimated to save the county about \$5,500 a year on mileage reimbursements. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 4-0.

**Budget Transfer – Public Health, \$166,162.** Public Health has received additional grant funding from five sources: Refugee Grant, Alliance Wisconsin Youth Grant, Tobacco Grant, Hospital Grant and Preparedness Grant. The \$6,915 Refugee Grant and the \$1,500 Tobacco Grant will allow the department to provide additional services. The \$16,340 Preparedness Grant will provide additional funding for training. The \$139,407 Hospital Grant is a pass-through grant to various hospitals and health care providers to purchase emergency preparedness equipment. The \$2,000 Alliance for Wisconsin Youth grant will be used to promote positive youth development. Harold Singstock moved for approval, seconded by Mike Brooks. Carried 4-0.

**Budget Transfer – Sheriff’s Office, \$2,252,250.** The current Computer-Aid Dispatch (CAD) system, the Law Records Management System (LRMS) and the Jail Records Management System (JMS) used by the Sheriff’s Office will no longer be supported after June 2018 and will need to be replaced. The upgrades are necessary to ensure continued functionality for law enforcement and fire agencies within Winnebago County. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 4-0.

**Review the cash handling procedures in the Treasurers Office.** In 2015, an accounting firm was hired to conduct an internal audit for the Treasurers Office. Chuck Orenstein said he conducted a follow-up review to make sure the internal controls recommended by the audit firm were still being followed. Orenstein found no irregularities and all procedures continue to be followed.

**Consideration of special pay increase request for certain Highway Department employees.** Mike Collard requested a special pay adjustment for eight highway employees due to pay inequities within the department. These inequities occurred with the transition to the new compensation plan and promotions in the department. Collard recommended a pay increase for seven Equipment Operator II positions and one Foreman. Mike Brooks moved for approval, seconded by Joel Rasmussen. Carried 4-0.

**Consideration of reclassification of Victim Witness Specialist position.** Mike Collard asked that a full-time Victim Witness Specialist position in the District Attorney's Office be moved from Grade 18 to Grade 19 on the compensation schedule. During the appeal process, two Legal Secretary positions listed in Grade 18 in the District Attorney's Office filed a successful appeal raising them to Grade 19. Collard said the position of Victim Witness Specialist is equally demanding and has very similar qualifications, justifying a move to Grade 19. The change would not result in an immediate pay increase for the employee but will affect catch-up pay increases as the employee advances toward the target minimum. David Albrecht moved for approval, seconded by Mike Brooks. Carried 4-0.

**Discussion of procedure for considering reclassification requests.** Mike Collard asked the committee what procedures should be in place for future reclassification requests. Collard asked if he should ask Victoria McGrath for her opinion, or should the new point factor system be used? Should the county board approve all pay grade changes for existing positions? Collard will draft a policy with alternatives as to how reclassifications requests might be handled.

David Albrecht moved to approve the Resolution for Commendation for Deborah Pulver, seconded by Mike Brooks. Carried 4-0.

David Albrecht moved to disallow the claims of John Nevendorf and Joe Norris, seconded by Mike Brooks. Carried 4-0.

The Personnel & Finance Committee will meet August 3, 2017, at 8:00 a.m.

Mike Brooks moved to adjourn at 9:00 a.m., seconded by Harold Singstock. Carried 4-0.

Submitted by  
Joan Lowe