

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, August 1, 2019

TIME: 8:00 a.m.

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

PRESENT: Joel Rasmussen
Harold Singstock
Stephanie Spellman
Vicki Schorse
David Albrecht

ALSO PRESENT: Mark Harris, County Executive
Vicky Fitzgerald, Director of Finance
Mike Collard, Director of Human Resources
Vicky Redlin, Program Manager
Mike Elder, Director of Facilities
Christian Gossett, District Attorney
Rob Way, Director of Parks and Expo Center
Doug Gieryn, Director of Public Health
Kelly Kutz, Office Supervisor
Marleah Keuler Grahek, Administrator Park View Health Center
Laura Forbes, Purchasing Manager

Public Comments

None

David Albrecht moved to approve the minutes of June 27, 2019, seconded by Stephanie Spellman. Carried 5-0.

Budget Transfer – Facilities and Property Management, \$77,046. The transfer would move \$77,046 from the undesignated general fund to the department's building and construction fund to complete work on the sexual predator residential facility. Vicki Schorse moved to approve, seconded by Harold Singstock. Carried 5-0.

Budget Transfer-Facilities & Property Management, \$578,900. The transfer covers additional costs associated with the courthouse elevator project, where bids exceeded the project budget. The three elevators date back to 1938 using controls and equipment that are no longer manufactured. Stephanie Spellman moved to approve, seconded by Vicki Schorse. Carried 5-0.

Budget Transfer-Facilities & Property Management, \$1,518,097. The transfer covers additional costs associated with the courthouse window restoration project. The project has been sent out for bid three times. The first bid attracted no response, the second bid came in three times higher than the budgeted amount, and the third bid request was revised to replace the windows to replicate the historic look but eliminates the restoration work. A transfer of \$1,518,097 is needed to advance the project. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 5-0.

Budget Transfer – Highway Department, \$11,424. The transfer moves \$11,424 of unspent funds from the Highway Department equipment fund to the utility truck box and the chassis accounts. Capital outlay items are itemized but can be transferred administratively, so this is informational only. No action is required.

Budget Transfer - Parks Department, \$4,937. The transfer moves \$4,937 of unspent funds from the department's capital outlay account to the Community Park capital equipment account. Funds will be used to install the playground equipment approved last month for purchase with the Meet Me at the Park grant. No action is required.

Budget Transfer - Parks Department, \$100,000. To replace the wood pile bridge at Asylum Point Island will cost \$140,000. The department has budgeted \$40,000 for the replacement project. Rob Way requested acceptance of a \$100,000 grant from the Fox River Natural Resources Damage Assessment Council to fund the remaining cost. Vicki Schorse moved to approve, seconded by Harold Singstock. Carried 5-0.

Resolution to amend the Table of Organization for the District Attorney's Office. The District Attorney asked to change his table of organization by replacing a vacant Administrative Associate V position with a full-time Crime Data Analyst position to evaluate the effectiveness of the department's diversion programs. A Crime Analyst position had previously been shared by the Sheriff's Office and the District Attorney's Office, but over time it was fully absorbed into the Sheriff's Office table of organization. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

Resolution to amend the Table of Organization for the Public Health Department. Doug Gieryn requested the table of organization be amended in response to a recent vacancy within the department. Gieryn asked to replace a full-time Administrative Associate position at pay grade 18 with a full-time Accounting Associate position at pay grade 20. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 5-0.

Resolution to amend the Table of Organization for Park View Health Center. In order to meet the staffing needs at Park View Health Center, Marleah Keuler Grahek requested the table of organization be amended by reducing the number of full-time Nurse Aide positions by 16 FTE and adding 16 FTE Hospitality Aide positions. Harold Singstock moved to approve, seconded by Stephanie Spellman. Carried 5-0.

Approve a multi-year contract with Morgan Masterpiece Inc., LLC. Vicky Redlin asked for approval of a two-year contract with Morgan Masterpiece, Inc., which will hold its annual Morgan Horse Show at the Sunnyview Expo Center. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

Approve a multi-year contract with Winnegamie Home Builders Association. Previously, the Home Builders Association held a one-year contract with the county. Vicky Redlin asked to approve a three-year contract to hold its annual Home Builders Show. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 5-0.

Approve a two-year contract for prescription benefit management services with National Cooperative Rx. The county's health benefit consultants issued a request for proposals for a Prescription Benefit Manager (PBM). The PBM would obtain discounts and rebates for prescription drugs and administer the prescription drug claims under the county's health plan. Mike Collard said the best proposal came from National CooperativeRX and asked that the committee approve a two-year contract. By joining with National CooperativeRX, the health plan's prescription costs are estimated to drop \$416,000 per year after rebates. Harold Singstock moved to approve, seconded by Vicki Schorse. Carried 5-0.

Approve a five-year county-wide copier lease. The county's current copier lease agreement will expire at the end of August, 2019. The county did a Request for Proposal and the Gordon Flesch Company was awarded the contract. Gordon Flesch will replace all Canon and multi-function copiers at a monthly rate not to exceed \$8,000. David Albrecht moved to approve, seconded by Harold Singstock. Carried 5-0.

Review 2nd Quarter Investment Report. Vicky Fitzgerald said the average quarterly rates of return as of March 31, 2019 and June 30, 2019, are 2.26 percent and 2.36 percent respectively. Last year at June 30, 2018, the average return was 1.72 percent.

Vicki Schorse moved to approve Resolutions of Commendation to Adelita Garcia Martinez and Mary Grundy, seconded by David Albrecht. Carried 5-0.

Stephanie Spellman moved to disallow the claims of Bernie Sorenson, and Jason Davis, second by Vicki Schorse. Carried 5-0.

The Personnel & Finance Committee will meet September 5, 2019, at 8 a.m.

Harold Singstock moved to adjourn at 9:36 a.m., seconded by David Albrecht. Carried 5-0.

Submitted by
Joan Lowe