

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, September 7, 2017

TIME: 8:00 a.m.

PLACE: Orrin King Administration Building
1st Floor Conference Room

PRESENT: Joel Rasmussen
David Albrecht
Mike Brooks
Bill Roh

EXCUSED: Harold Singstock

ALSO PRESENT: Mark Harris, County Executive
Michael Collard, Director of Human Resources
Chuck Orenstein, Finance Director
Doug Petraszak, Assistant Finance Director
Melissa Pingel, Clerk of Courts
Melissa Schnyder, Accountant
John Bodnar, Corporation Counsel
Mary Krueger, Treasurer
Tom Geske, Financial Services Manager
Doug Gieryn, Director of Public Health
Bradley Viegut, Baird
John Hochkammer, WCA
Jason Stringer, WECC

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

Public Comments

None

Bill Roh moved to approve the minutes of the August 3, 2017, meeting; seconded by Mike Brooks. Carried 4-0.

Resolution: Authorizing the Borrowing of an Amount Not To Exceed \$9,860,000; and Authorize the Issuance and Sale of General Obligation Promissory Notes Therefor. Mike Brooks made a motion to move agenda item 6, to be discussed first; seconded by Bill Roh. Carried 4-0. Bradley Viegut from Baird addressed the committee regarding this item. This is for capital projects. The term is a ten year repayment. The Board will consider the recommendation and adopt initial resolution on September 19th and then consider bids and adopt the award resolution on October 17th. The funds will be available November 7th. Bill Roh moved for approval of the resolution, seconded by Mike Brooks. Carried 4-0.

Budget Transfer – Clerk of Courts, \$125,000. Melissa Pingel said this is for a file storage system for Clerk of Courts and Court system. This is needed as part of the relocation of the offices within the courthouse. Melissa Pingel asked that the budget transfer be amended to \$150,000 due to additional expenses. Mike Brooks moved for approval, seconded by David Albrecht. Carried 4-0.

Budget Transfer – Public Health, \$1,100. Doug Gieryn said this is to accept additional grant funding from The Alliance for Wisconsin Youth for working with youth related to alcohol and opiate use. Mike Brooks moved for approval, seconded by Bill Roh. Carried 4-0.

Budget Transfer – Park View Health Center, \$5,263. Tom Geske said this was for the removal and installation of new bathtubs. David Albrecht moved for approval, seconded by Mike Brooks
Carried 4-0.

Resolution: Authorize Winnebago County to become a member of the Property Assessed Clean Energy (PACE) Commission. Jon Hochkammer, representing the WCA, and Jason Stringer, representing the WECC, discussed Property Assessed Clean Energy (PACE) with the committee. Currently there are twenty one member counties. PACE benefits communities by stimulating economic activity, improving property values and achieving sustainability goals. Mike Brooks moved for approval of the resolution, seconded by David Albrecht. Carried 3-1. Bill Roh voted against.

Ordinance: Create Section 3.15 of the General Code of Winnebago County: Property Assessed Clean Energy (PACE) Financing Ordinance. In order to implement the resolution for PACE Commission Winnebago County must also enable an ordinance which would be created in section 3.15 of the General Code. Mike Brooks moved for approval, seconded by Joel Rasmussen. Carried 3-1. Bill Roh voted against.

Approve contract with Maximus to prepare the county's indirect cost allocation plan for years 2017-2021 at an all-inclusive cost of \$5,500 per year. Chuck Orenstein said every year we hire someone to do this. The current vendor wanted a five year contract so we decided to get quotes. Maximus gave the best quote. Chuck said a phone interview was done and he also talked to other counties who use Maximus and they all said they do a good job. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-0.

Report by Mike Collard on new position descriptions and employee performance evaluations. Mike Collard gave a handout. He said there were 341 position descriptions to be prepared and 243 were complete. He said this is a big project that needs to be completed for the merit pay plan. The position description template was distributed to the departments and training sessions were held. The department managers do an initial draft using the format from us, then it goes to the HR staff to edit. Mike does the final approval. The three essential functions on the position description will be directly evaluated on the employee performance evaluation. Evaluations need to be done by the end of October. Mike stated that catch-up raises have been built into the draft budget, and that merit pay averaging 1.75% has been included in the draft budget as well.

David Albrecht moved to disallow the claims of Ronald Heidebrink and Jason Tesch, seconded by Bill Roh. Carried 4-0.

The next meeting of the Personnel & Finance Committee is Thursday, October 5, 2017, at 8 a.m.

Joel Rasmussen moved to adjourn the meeting at 9:47 a.m., seconded by Joel Rasmussen. Carried 4-0.

Submitted by
Kathy Rumlow