

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, October 7, 2021

TIME: 8:00 a.m.

PLACE: Winnebago County Administrative Building  
112 Otter Ave, Oshkosh WI 54901  
Room 120

PRESENT: Joel Rasmussen  
Steve Binder  
Morris Cox  
David Albrecht

EXCUSED: Vicki Schorse

ALSO PRESENT: Jon Doemel, County Executive  
Michael Collard, Director of Human Resources  
Vicky Fitzgerald, Finance Director  
Jon Trautman, CliftonLarsonAllen  
John Matz, Sheriff  
Mike Elder, Director of Facilities  
Doug Gieryn, Director of Public Health  
Bill Topel, Director of Human Services  
Adam Breest, Director of Parks and Expo Center  
Laura Forbes, Purchasing Manager  
Robert Doemel, Highway Commissioner  
Ethan Hollenberger, Executive Assistant  
Michael Norton, County Board Supervisor  
Larry Lautenschlager, County Board Supervisor  
Koby Schellenger, County Board Supervisor  
Anne Doemel  
Beth Oswald

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

**Public Comments**

None

Vicky Fitzgerald asked that agenda items number seven and five be addressed first and second, respectively.  
David Albrecht moved to approve, seconded by Morris Cox. Carried 4-0.

Morris Cox moved to approve the minutes of Sept. 2, 2021, seconded by David Albrecht. Carried 4-0.

**Presentation of the 2020 Comprehensive Annual Financial Report.** Jon Trautman of CliftonLarsonAllen summarized the annual financial statements and answered questions. Trautman reported no concerns about the county's accounting procedures and internal controls. He said the general fund balance is strong and the county's financial statements are accurate. GASB 87 will be in effect for fiscal years beginning after June 15, 2021 and will change how governments report lease agreements.

**Approve a two-year uniform and mat rental contract with UniFirst Uniforms.** The county's agreement with Cintas Corporation expires at the end of 2021. The county requested proposals and UniFirst presented the lowest bid to provide mat and uniform rentals. Joel Rasmussen moved to approve, seconded by Morris Cox. Carried 4-0.

**Budget Transfer – County Executive, \$34,262.** The budget transfer covers a vacation payout for a retired employee of \$11,437, and an additional \$22,825 to cover overages in labor costs and equipment and supplies due to the hiring of a project employee. Committee members cited the hiring of the project employee as the source of the labor cost overage and said they would not support that portion of the budget transfer. Joel Rasmussen made a motion to approve a budget transfer for the vacation payout of \$11,437, seconded by Steve Binder. Carried 4-0.

**Budget Transfer – County Executive, \$355,000.** The transfer funds a two-year project position that will collaborate with municipalities to facilitate strategic planning projects using funds the county received through the American Rescue Plan Act (ARPA). The committee said a project position is not essential. The county board knows what projects are needed throughout the county and no outside source is necessary. The Finance Department created a Budget Manager position to manage the ARPA funds. The transfer died due to a lack of a motion.

**Budget Transfer – Facilities & Property Management, \$21,470.** The transfer would move \$21,470 from contingency reserves to cover the cost of a replacement vehicle. An additional \$15,534 is coming from an at-fault driver's insurance settlement. Steve Binder moved for approval, seconded by Morris Cox. Carried 4-0.

**Budget Transfer - Parks Department, \$3,460.** Adam Breest asked for acceptance of two \$1,730 donations for the purchase of two stone memorial benches. The benches would be placed along the Community Park and WIOUWASH trails. David Albrecht moved to approve, seconded by Joel Rasmussen. Carried 4-0.

**Budget Transfer – Public Health, \$9,012.** Public Health must adjust its staffing to manage the consolidation of WIC services with Outagamie County. A vacant WIC Director position is no longer needed on the table of organization but a full-time WIC Program Nutritionist-Lead position is needed to provide oversight over program staff. The \$9,012 transfer covers wages and fringe benefit costs needed to fund the new position for the remainder of 2021. Steve Binder moved to approve, seconded by Joel Rasmussen. Carried 4-0.

**Approve a request for a special pay adjustment for the reassignment of a Health Programs Evaluator to Epidemiologist duties for COVID-19.** Doug Gieryn asked to adjust the pay of a current employee who has been reassigned to epidemiologist duties due to COVID-19. The employee's current position of a health program evaluator is in pay range 23 at an hourly rate of \$28.82. The epidemiologist position is in pay range 25 with a starting hourly wage of \$30.88. The increase only applies when the evaluator is assigned the extra duties. Steve Binder moved to approve, seconded by Joel Rasmussen. Carried 4-0.

**Approve change in ordinance removing the Highway Commissioners term of service.** Under Wis State Statute 83.01(2)(a) a Highway Commissioner serves a 2-year term unless an ordinance is passed by the County Board waiving the statutory requirement. The proposed ordinance would allow the Highway Commissioner to be appointed by and serve at the pleasure of the County Executive. David Albrecht moved to approve the change, seconded by Steve Binder. Carried 5-0.

**Review and discuss position changes included in 2022 Executive Budget.** Mike Collard reviewed and discussed a list of proposed position changes to be included in the 2022 Executive Budget process. The list was informational only and to give committee members the opportunity to ask questions prior to the budget hearings.

David Albrecht moved to approve the Resolution of Commendation for Elizabeth Kritz and Vicky Redlin, seconded by Steve Binder. Carried 4-0.

The next scheduled Personnel & Finance Committee meeting is Nov. 4, 2021, at 8 a.m.

Morris Cox moved to adjourn at 10:24 a.m., seconded by David Albrecht. Carried 4-0.

Submitted by  
Joan Lowe