

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, November 3, 2016

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Harold Singstock  
Mike Brooks  
Bill Roh  
David Albrecht

Excused: Joel Rasmussen

ALSO PRESENT: Mark Harris, County Executive  
Michael Collard, Director of Human Resources  
Chuck Orenstein, Finance Director  
Melissa Pingel, Clerk of Courts  
Patty Francour, Director of Information Systems  
Doug Petraszak, Assistant Finance Director  
Rob Way, Parks Director/Expo Site Manager  
Bill Topel, Human Services Director  
Mike Elder, Director of Facilities and Property Mgmt  
Marleah Keuler, Administrator Park View Health Center  
Tom Geske, Director of Financial Services  
John Matz, Sheriff  
Melissa Schnyder, Accounting Supervisor  
Sue Ertmer, County Clerk

Harold Singstock called the meeting to order at 8:00 a.m.

**Public Comments**

None

Bill Roh moved to approve the minutes of the October 6, 2016, meeting, seconded by David Albrecht. Carried 4-0.

**Budget Transfer – Human Services, \$250,000.** The transfer covers the cost of the engineering and design for a new mental health crises service center. The County currently leases two separate eight-bed facilities, which are old and no longer cost-efficient. The County would own and run the proposed sixteen-bed facility, which would require less staff and have a fifteen-year payback. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-0.

**Budget Transfer – Sheriff's Office, \$7,500.** Sheriff John Matz requested acceptance of a Homeland Security Grant to purchase two sets of night vision equipment for the regional swat team. Mike Brooks moved for approval, seconded by Bill Roh. Carried 4-0.

**Resolution: Authorize an Automated Teller Machine (ATM) licensing agreement between Winnebago County and Cornerstone Processing Solutions, Inc.** The agreement, running through 2019, would allow Cornerstone Processing Solutions exclusive right to own, operate and maintain ATM units on county parks property. Cornerstone would pay the county a commission of 50 cents per ATM transaction. Bill Roh moved for approval, seconded by Mike Brooks. Carried 3-1. David Albrecht voted against.

**Resolution: Authorize a three-year on-line media licensing agreement between Winnebago County and Independent On-Line Newspaper, Inc.** The Independent On-Line Newspaper would provide one weekly online advertisement on its main page at no cost to the county for the right to have five advertising signs at specific parks locations as well as their logo and a link to their website on the Parks Department web page. Bill Roh moved for approval, seconded by Mike Brooks. Carried 4-0.

**Resolution: Authorize a three-year trail sponsorship agreement between Winnebago County and Vines & Rushes, LLC.** Vines and Rushes is a local winery located alongside the Mascoutin State Recreation Trail. For a yearly payment of \$2,000, they would be recognized as an official sponsor of the trail and have the right to post advertising related materials on predetermined parks properties. Vines and Rushes would also have shared access from the trail to their property. Mike Brooks moved for approval, seconded by Bill Roh. Carried 4-0.

Mike Brooks moved to approve and Bill Roh seconded the Resolution to authorize a three-year print media licensing agreement with Calumet Publishing, Inc. Carried 4-0.

Mike Brooks moved to approve and Bill Roh seconded the Resolution to authorize the execution of a three-year expo rental agreement with Oshkosh Kennel Club Inc. Carried 4-0.

**Resolution: Establish compensation for Winnebago County Executive for April 2017, through April 2021 term.** The office of the County Executive is up for election in 2017 for a four-year term. The committee compared several salary plan alternatives, comparison sheets of other counties and the salaries of the county department heads. Bill Roh made a motion to bring the resolution forward for discussion, seconded by Mike Brooks. Roh made a motion to approve a 2% wage increase each year. Brooks said he could not support that motion, that a 1.5% wage increase was consistent with wage increases given to other county elected officials. The committee voted to approve Roh's motion. Carried 3-1. Mike Brooks voted against.

**Report on compensation plan appeals and consideration of changes.** Mike Collard said 53 compensation appeals were submitted and referred to Victoria McGrath for review. McGrath did recommend some changes either with a pay grade change, a job title change or both. She also inserted a new pay grade range between range 25 and 26. Next year, the compensation pay schedule will be renumbered to accommodate the change. McGrath will train Human Resources on how to use a point factor system to evaluate new position requests. Mike Collard said four appeals were submitted to their supervisors in a timely manner but were not submitted to Human Resources. Collard asked that the four appeals be submitted to McGrath for consideration. Bill Roh moved to approve the appeals as presented by McGrath, Mike Brooks moved to amend the motion to allow the four appeals to be submitted to McGrath for consideration, seconded by David Albrecht. Carried 4-0.

**Discussion on drinking fountains in County buildings.** Mark Harris said some drinking fountains in county buildings showed a presence of lead and copper in the water when tested. Mike Elder said they are addressing the problem. Elder said that copper works its way into the water by dissolving from copper pipes. The Facilities Department is running all drinking fountains for five minutes every workday to clear the copper from the pipes. The drinking fountains that tested with high levels of lead have been shut down and the county is working on installing lead filters. Those that have been replaced with lead filters have reported showing no contaminants.

**Review of internal audit report for Park View Health Center.** An external audit firm was hired in 2015 to do a cash handling review of Park View Health Center. The firm issued a report identifying weaknesses and recommended actions to be taken to address them. Doug Petraszak, Finance Department did a surprise visit to Park View to see if corrective actions had been implemented. Petraszak found that the rules set by the external audit firm were being followed and the department was in compliance.

**Discussion on draft resolution awarding the sale of \$3,940,000 general obligation promissory notes.** Chuck Orenstein said there would be a committee meeting prior to the county board meeting on Nov. 15, 2016 to award the sale of general obligation promissory notes.

**Review of investment portfolio for the third quarter of 2016.** Chuck Orenstein said county investments for the third quarter of 2016 earned a return of more than 1 percent. Orenstein noted that investments are moving forward and doing better than they have done in the past.

David Albrecht moved to approve the Resolution for Commendation for Gordon Ledioyt, Steven Krumenauer, Craig Mittelstaedt and Michael Spanbauer, seconded by Bill Roh. Carried 4-0.

The Personnel & Finance Committee will be meeting on Tuesday, November 15, 2016, at 5:45 p.m. and on December 1, 2016 at 8:00 a.m.

Bill Roh moved to adjourn the meeting at 10:05 a.m., seconded by Mike Brooks. Carried 4-0.

Submitted by  
Joan Lowe