

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, November 7, 2019

TIME: 8:00 a.m.

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

PRESENT: Harold Singstock
Stephanie Spellman (left at 9:50 am)
Vicki Schorse (arrived 8:05 am)
David Albrecht

EXCUSED: Joel Rasmussen

ALSO PRESENT: Mark Harris, County Executive
Vicky Fitzgerald, Director of Finance
Mike Collard, Director of Human Resources
Jerry Bougie, Director of Planning & Zoning
Doug Gieryn, Director of Public Health
Christian Gossett, District Attorney
Mike Elder, Director of Facilities
Sue Ertmer, County Clerk
Chad Casper, Resource Conservationist
Tom Davies, Director of Land & Water Conservation
Keri Willenkamp, Financial Associate II
Melissa Schnyder, Accounting Supervisor
Kelly Kutz, Office Supervisor
Beth Clay, New Mental Health Connection
JoAnn Rife, UW-Oshkosh Dept. of Facilities Planning and Construction
David Maccoux, CliftonLarsonAllen, LLP
Amber Drewieske, CLA

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

Public Comments

None

David Albrecht moved to approve the minutes of October 3, 2019, seconded by Stephanie Spellman.
Carried 3-0.

David Albrecht moved to approve the minutes of October 15, 2019, seconded by Stephanie Spellman.
Carried 3-0.

Review 2018 single audit. David Maccoux of CliftonLarsonAllen summarized the annual financial audit. Maccoux reported no concerns about the county's accounting procedure and controls. He also said the general fund balance is strong and the county's financial statements accurate.

Budget Transfer – County Clerk, \$14,377. The transfer would move \$14,377 from the county's reserve for contingencies account to the department's operating expense account for the purchase of an IMS21 module to update the department's imaging system. David Albrecht moved for approval, seconded by Stephanie Spellman. Carried 3-0.

Budget Transfer – Land and Water Conservation, \$21,000. Tom Davies said he has received \$21,000 in additional grant funding from the Fox River/Green Bay Natural Resource Trustee Council to help cover the additional costs associated with two off-shore protection projects. Stephanie Spellman moved for approval, seconded by David Albrecht. Carried 3-0.

Budget Transfer – Property Lister, \$22,000. The transfer moves funds from department's fund balance to the department's health insurance expense account to cover unexpected changes in insurance coverage for an employee who went from having no coverage to having family coverage. David Albrecht moved for approval, seconded by Stephanie Spellman. Carried 4-0.

Budget Transfer – Public Health, \$145,833. Public Health was awarded a five-year Federal Drug Free Communities grant, starting Oct. 31, 2019, for the purpose of implementing strategies to help reduce substance abuse. The grant includes funding for one full-time staff person. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-0.

Budget Transfer-Public Health, \$185,000. The transfer allows the acceptance of two grants: a \$75,000 Opioid Harm Prevention grant to help assess local conditions community needs in response to the current opioid epidemic, and a \$110,000 Samaritan Suicide Prevention Grant to coordinate adult suicide prevention activities across three counties. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-0.

Budget Transfer-UWO-Fox Cities Campus, \$25,000. The transfer of \$25,000 reflects the county's share of a \$50,000 roof repair project at the UWO-Fox Cities Campus. The remaining project costs will be funded by Outagamie County. The roof repairs will be funded with bond proceeds and extend the life expectancy of the roof for 10 years. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0.

Approve filling a paralegal position at the District Attorney's Office. Christian Gossett asked that a vacant paralegal position be returned to the District Attorney's table of organization. The position had been left vacant to fund a temporary Project Special Prosecutor position. The State has awarded the department with two new prosecutor positions, which creates a need to fill the paralegal position. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0.

Approve a change to the Table of Organization for Facilities and Property Management. Mike Elder requested that the table of organization be amended in response to a recent vacancy. Elder asked that a full-time Administrative Associate position be replaced with a full-time Accounting Associate position. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0.

Approve a change to the Table of Organization for Public Health. The committee earlier approved a budget transfer to accept a \$110,000 Samaritan Suicide Prevention Grant that funds a full-time Suicide Prevention Project Coordinator position. Doug Gieryn asked that Public Health's table of organization be changed to reflect the new position. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-0.

Approve a two-year service contract with Aramark Uniform Services. The item was withdrawn by Vicky Fitzgerald.

Approve Excess Committee Days. A report of County Board members per diems for attendance at committee meetings from April 1, 2018, through March 31, 2019, was distributed for committee review. David Albrecht moved to approve, seconded by Harold Singstock. Carried 4-0.

Approve revision to Human Resources Policy 17, Vacations. Mike Collard asked that the county's vacation policy be revised. Current policy language states that vacation is earned in one calendar year may be used during the following calendar year. To help recruit new employees, Collard submitted a revised vacation policy and proposed a pro-rated amount of vacation be provided at the start of employment for employees hired after Jan. 1, 2019. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0.

Approve 1.5% increase to the Winnebago County Compensation Schedule. Mike Collard requested the minimums, control points, and maximum pay rates be increased by 1.5 percent, effective Jan. 1, 2020. The adjustment is not an across-the-board raise but is intended to keep the pay schedule in line with the labor market. David Albrecht moved to approve, seconded by Stephanie Spellman. Carried 4-0.

Approve a special pay increase for an employee in the Finance Department. Vicky Fitzgerald requested a special pay adjustment of 5 percent for the Accounting Supervisor in Finance. Fitzgerald said position oversees all accounting staff throughout the county and has assumed some of the duties of the Assistant Finance Director. The increase would bring the employee's salary slightly above the Control Point on the compensation schedule. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 3-0

Review Budget vs Projection Analysis Report. Vicky Fitzgerald presented an analysis comparing each department's original budgeted expenses vs projected costs to identify departments potentially going over budget in 2019.

Review 3rd Quarter 2019 Investment Report. Vicky Fitzgerald said there is nothing significant to report at the end of the third quarter of 2019. She noted that the average rates of return on county investments for Sept. 30 and June 30, 2019, were 2.35 percent and 2.36 percent respectively.

David Albrecht moved to approve the Resolutions for Commendation for Jeffrey Bellin and Steve Docherty, seconded by Harold Singstock. Carried 3-0.

The Personnel & Finance Committee will meet December 5, 2019, at 8:00 a.m.

David Albrecht moved to adjourn at 10:40 a.m., seconded by Vicki Schorse. Carried 3-0.

Submitted by
Joan Lowe