

# WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, December 7, 2017

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Joel Rasmussen  
David Albrecht  
Mike Brooks  
Harold Singstock

EXCUSED: Bill Roh

ALSO PRESENT: Michael Collard, Director of Human Resources  
Chuck Orenstein, Finance Director  
Doug Petraszak, Assistance Finance Director  
John Matz, Sheriff  
Joe Aulik, Director of Veterans' Services  
Catherine Neiswender, Area Extension Director  
Maleah Keuler, Administrator  
Melissa Pingel, Clerk of Courts  
Melissa Schnyder, Accountant  
Patty Francour, Director of Information Systems  
Renee Soroko, Division Manager  
John Fink, Executive Assistant  
Mike Norton, County Board Supervisor

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

## Public Comments

None

David Albrecht moved to approve the minutes of November 2, 2017, seconded by Harold Singstock. Carried 4-0.

**Budget Transfer – Highway Department, \$5,000.** The transfer moves funds from the department's travel account to the registration account to cover costs associated with training of staff. Harold Singstock moved for approval, seconded by Mike Brooks. Carried 4-0.

**Budget Transfer – Sheriff's Office, \$4,000.** Sheriff John Matz requested acceptance of a grant from the Wisconsin Department of Justice to be use to purchase ballistic shields. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 4-0.

**Budget Transfer- UW-Extension, \$22,000.** Employee turnover increased the number of family health insurance plans, causing an impact on the department's labor budget. The transfer from other operating expense accounts to the labor account covers the projected overage. David Albrecht moved for approval, seconded by Mike Brooks. Carried 4-0.

**Budget Transfer – Veteran Services, \$16,456.** The transfer would move \$16,456 from the department's operating grant fund to cover travel and other operating expenses. David Albrecht moved for approval, seconded by Mike Brooks. Carried 4-0.

**Resolution: Change funding source for airport terminal building partial demolition and repairing roof on the remaining portion from the general fund undesignated fund balance to the issuance of general obligation promissory notes, total cost of \$1.1 million.** Mike Brooks moved for approval to change the funding source for the airport project from the general fund undesignated fund balance to the issuance of general obligation promissory notes, seconded by Harold Singstock. Carried 4-0.

**Consider resolution revising Table of Organization for Human Services Department, Behavioral Health Services Division.** An employee currently holding the title of Case Manager-Safe Streets is certified as an AODA counselor and has been providing services that fall within the AODA Counselor position description. The department wants to eliminate a full-time Case Manager-Safe Streets position and add a full-time AODA Counselor position to the table of organization to better meet the needs of the department. David Albrecht moved for approval, seconded by Mike Brooks. Carried 4-0.

**Consider resolution revising Table of Organization for Sheriff's Office.** The Sheriff's Office asked to amend its table of organization by deleting five part-time Corrections Officer positions and adding five full-time Corrections Officer positions. Since the part-time officers have been working full-time hours, the change will not increase the county's cost. Mike Brooks moved for approval, seconded by David Albrecht. Carried 4-0.

**Consider resolution providing for payment of shift differentials for nursing staff at Park View Health Center.** In order to recruit and retain nursing staff, Mike Collard and Marleah Keuler would like to offer shift differential pay of \$1.00 per hour for CNA's and LPN's who work weekends between the hours of 6:30 a.m. Saturday and 6:30 a.m. Monday, and \$1.00 per hour for CNA's and \$2.00 per hour for LPN's who work between 2:30 p.m. and 6:30 a.m. each day. Mike Brooks moved for approval, seconded by David Albrecht. Carried 4-0.

**Consider revision to the Unclassified Position Pay Schedule.** Mike Collard presented a revised salary schedule for unclassified positions, increasing the wages for reserve officers by 1.75 percent effective Jan. 1, 2018. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 4-0.

**Consider resolution-clarifying procedure for reclassifying positions under the Winnebago County Employees Compensation Plan.** The original compensation plan did not address how positions would be reclassified. Mike Collard recommended that a department head or the Director of Human Resources can request an appeal to the compensation plan by March 1 of each year. The director may request a recommendation from the compensation consultant before being submitted to the Personnel and Finance Committee, which would approve or deny the request. A section outlining this process will be added to the compensation plan. Mike Brooks moved for approval, seconded by David Albrecht. Carried 4-0.

**Consider resolution adjusting the minimums, control points, and maximums of pay ranges under the Winnebago County Employees Compensation Plan.** Mike Collard requested the target minimums, control points, and maximum pay rates be increased by 1 percent. This is not an across-the-board raise; it is an adjustment to keep the pay schedule in line with the labor market. Pay raises will be determined by the merit pay system. Mike Brooks moved for approval, seconded by Joel Rasmussen. Carried 4-0.

**Consider resolution approving three-year contract for operating the Three Waves Health and Wellness Center.** The partnership agreement Winnebago County, the City of Oshkosh and the Oshkosh Area School District has with Interra Health, Inc. to operate the employee health clinic is set to expire at the end-of-the-year. The county seeks to renew the agreement with Interra Health for three more years. Mike Brooks moved for approval, seconded by Joel Rasmussen. Carried 4-0.

**Review of cash handling procedures at UW-Extension.** Chuck Orenstein said his department conducted an internal audit of cash handling procedures for the UW-Extension Office. Orenstein reported no issues of concern since the department has separated various cash-handling duties.

David Albrecht moved to approve the Resolution of Commendation for Lyle Clayton, seconded by Joel Rasmussen. Carried 4-0.

The next meeting of the Personnel & Finance Committee will be January 4, 2018 at 8:00 a.m.

Mike Brooks moved to convene into Closed Session pursuant to exemption provided in §19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public property in that competitive or bargaining reasons require a closed session; and also, in that pursuant to § 19.85(1)(g), Wis Stats, for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation, and which it is or is likely to become involved at 9:15 a.m. Motion seconded by Joel Rasmussen. Roll call vote: Singstock, aye; Rasmussen, aye; Albrecht, aye; Brooks, aye. Motion carried 4-0.

At 9:45 a.m. Mike Brooks made a motion to reconvene to open session, seconded by Harold Singstock. Roll call vote: Singstock, aye; Rasmussen, aye; Albrecht, aye; Brooks, aye. Motion carried 4-0.

Joel Rasmussen moved to adjourn at 9:45 a.m., seconded by Harold Singstock. Carried 4-0.

Submitted by  
Joan Lowe