

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE
COMMITTEE

DATE: Thursday, April 2, 2009

TIME: 8:00 a.m.

PLACE: Personnel Conference Room

PRESENT: David Albrecht
Jeanette Diakoff
Cluad Thompson
Stan Kline

EXCUSED: Bill Roh

ALSO PRESENT: Karon Kraft, Director of Human Resources
Chuck Orenstein, Finance Director
Mike Elder, Director of Facilities & Property Mgmt.
Tom Davies, Land and Water Conservation Director
Margie Rankin, Administrator Park View Health Center
Patti Francour, Director of Information Systems
John Bodnar, Corporation Counsel
Christian Gosset, District Attorney
Judy Steckbauer, Deputy Veterans Service Officer

1. Stan Kline called the meeting to order at 8 a.m.
2. David Albrecht moved to approve the minutes of the March 5, 2009 meeting, seconded by Jeanette Diakoff. Carried 4-0.
3. Budget Transfer – Child Support, \$8,100. The transfer covers various 2008 overruns for expenses. Claud Thompson moved for approval, seconded by Stan Kline. Carried 4-0.
4. Budget Transfer – County Board 2009 Carryovers from 2008, \$53,500. The county board asked to re-appropriate \$53,500 in unspent funds from 2008. It proposes spending \$6,000 to replace the board room voting board, and \$47,500 to hire a consultant to study departmental operations. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 4-0.
5. Budget Transfer – County Clerk, \$550. The transfer would apply \$550 budgeted for data processing to auto allowance expense overages. Claud Thompson moved for approval, seconded by Stan Kline. Carried 4-0.
6. Budget Transfer – Facilities and Property Management, \$350,000. The transfer replaces the 30-year-old roof of the courthouse. Chuck Orenstein said the county would not have to bond for the project because there are sufficient funds available in the capital project fund balance. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 4-0.
7. Budget Transfer – Land and Water Conservation Department, \$6,288. The Land and Water Conservation Department is assisting the City of Oshkosh with a gypsy moth suppression program. County participation is required to allow the City of Oshkosh to collect state cost-sharing funds.

- Claud Thompson moved for approval to accept a grant of \$6,288, seconded by Jeanette Diakoff. Carried 4-0.
8. Budget Transfer – Park View Health Center, \$2,500. Margie Rankin requested acceptance of a grant of \$2,500 from the Wisconsin State Council of the Knights of Columbus for the purchase of a bariatric reclining wheelchair for residents. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 4-0.
 9. Budget Transfer – Various Departments (County Clerk \$534, Treasurer \$12,197, Information Systems \$41,820, Sheriff \$2,671, Courts \$170, District Attorney \$454, Child Support \$8,174, Parks \$26,364, UW Fox Valley \$9,844, UW Extension \$1,094, Industrial Development Board \$18,819). The transfer covers budget overruns for 2008 for the various departments listed. Claud Thompson moved for approval, seconded by Stan Kline. Carried 4-0.
 10. Resolution: Amend the Table of Organization for Winnebago County Information Systems Department. Patti Francour requested that a full-time systems analyst position be reclassified as a full-time network technician in response to a vacancy occurring June 1 due to a retirement. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 4-0.
 11. Resolution: Adopt Identity Theft Policy. Under the federal Fair and Accurate Credit Transactions Act of 2003 if a county extends credit to or allows parties to defer payments, an identity theft policy needs to be in place. After a discussion, David Albrecht made a motion to refer the policy back to Corporation Counsel for revision and review, seconded by Jeanette Diakoff. Carried 4-0.
 12. Resolution: Authorization of the Winnebago County Self-funded Workers' Compensation Insurance Program. Winnebago County must reauthorize its Self-Funded Workers' Compensation Program in order to be in compliance with the Wisconsin Administrative Code every three years. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 4-0.
 13. Review of vacant part-time legal secretary position at the District Attorney's office. During the 2009 budget process a part-time legal secretary position was approved. However, since it was not filled within 90 days of its posting, county board approval of a second posting is required. Christian Gosset asked the committee to re-approve posting the part-time legal secretary; this position will monitor diversion programs, especially those that involve domestic violence. David Albrecht moved to forward the request on to county board, second by Jeanette Diakoff. Carried 4-0.
 14. Change to the Vehicle Use Policy. The vehicle usage policy approved by the committee in January was revised to reduce the minimum time an employee can use alcohol prior to operating a county vehicle from 12 hours to 8 hours. A discussion took place regarding employees providing their drivers license number if they are covered under the vehicle use policy. It was clarified that employees needed to supply their driver's license number but a photocopy of their driver's license was not needed. David Albrecht moved to approve to lower the drinking requirement to 8 hours, seconded by Jeanette Diakoff. Carried 4-0.
 15. Board input on department head reviews. Withdrawn by Stan Klein.
 16. David Albrecht moved to approve the Resolution for Commendation for Sandra Christensen, seconded by Jeanette Diakoff. Carried 4-0.
 17. David Albrecht moved to approve the Resolution for Commendation for Virginia Sherer, seconded by Jeanette Diakoff. Carried 4-0.
 18. David Albrecht moved to disallow the claim of Neil Freund and refer the claim to Corporation Counsel, seconded by Jeanette Diakoff. Carried 4-0.

19. David Albrecht moved to disallow the claim of Thomas Kopacz and refer the claim to Corporation Counsel, seconded by Jeanette Diakoff. Carried 4-0.
20. David Albrecht moved to disallow the claim of David Langkau and refer the claim to Corporation Counsel, seconded by Jeanette Diakoff. Carried 4-0.
21. Jeanette Diakoff moved to disallow the claim of Lon Nigl and refer the claim to Corporation Counsel, seconded by David Albrecht. Carried 4-0.
22. David Albrecht moved to disallow the claim of Steven Taylor and refer the claim to Corporation Counsel, seconded by Claud Thompson. Carried 4-0.
23. The next scheduled meeting of the Personnel & Finance Committee is Thursday, May 7, 2009 at 8 a.m.
24. Claud Thompson moved to convene into Close Session pursuant to exemption provided in section 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically the discussion of collective bargaining strategies at 9:30 a.m. Motion seconded by Jeanette Diakoff. Roll call vote: Albrecht, aye; Diakoff, aye; Thompson, aye; Kline, aye. Motion carried 4-0.
25. At 10:00 a.m. Jeanette Diakoff made a motion to reconvene to open session, seconded by David Albrecht. Roll Call vote: Albrecht, aye; Diakoff, aye; Thompson, aye; Kline, aye. Motion carried 4-0.
26. David Albrecht moved to adjourn the meeting at 10:00 a.m., seconded by Jeanette Diakoff. Carried 4-0.

Submitted by,
Joan Lowe