WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE
COMMITTEE

DATE: Thursday, May 7, 2009

TIME: 8:00 a.m.

PLACE: Personnel Conference Room

PRESENT: David Albrecht
                    Jeanette Diakoff
                    Cluad Thompson
                    Stan Kline
                    Bill Roh

ALSO PRESENT: Karon Kraft, Director of Human Resources
                          Chuck Orenstein, Finance Director
                          Mark Harris, County Executive
                          Mike Brooks, Sheriff
                          Bill Tedlie, Chief Deputy Sheriff
                          Ellen Shute, Administrative Services Division Manager
                          Tom Saari, Behavior Health Services Division Manager
                          Tom Davies, Land and Water Conservation Director
                          Peter Moll, Airport Director
                          Patti Francour, Director of Information Systems
                          Rob Way, Parks Director/Expo Site Manager
                          Judge Thomas Gritton, Circuit Court I
                          Judge Barbara Hart-Key, Circuit Court III
                          Judge Karen Seifert, Circuit Court IV
                          Kari Florek, Judicial Assistant
                          Joan Wrightman, Judicial Assistant
                          Vickie Belkye, Judicial Assistant
                          Jan Fauk, Judicial Assistant
                          Paul Eisen, County Board Supervisor

1. Stan Kline called the meeting to order at 8 a.m.

2. Claud Thompson moved to approve the minutes of the April 2, 2009 meeting, seconded by David
    Albrecht. Carried 5-0.

3. Budget Transfer – County Highway I Capital Reconstruction Project, $180,000. Withdrawn by John
    Haese.

4. Budget Transfer – Land and Water Conservation Department, $3,000. Tom Davies requested
    acceptance of a Wisconsin Lakes Planning Grant, which will be used to offset postage and printing
    costs associated with the Third Annual Conservation Expo. Bill Roh moved for approval, seconded
    by Jeanette Diakoff. Carried 5-0.

5. Budget Transfer – Land and Water Conservation Department, $3,300.   The Land and Water
    Conservation Department provides technical assistance for conservation practices installed through
    the United States Department of Agriculture (USDA) and the Natural Resource Conservation Service

(NRCS) programs. Tom Davies asked that the $3,300 be accepted as part of a contribution agreement between the agencies. Claud Thompson moved for approval, seconded by Bill Roh. Carried 5-0.

6. <u>Budget Transfer – Park View Health Center, $3,600</u>. Park View Health Center requested that a grant of $3,600 be accepted from the Ladies Benevolent Society for the purchase of a bariatric bed. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.

7. <u>Budget Transfer – Parks Department, $1,300</u>. The transfer will replace two solar panels and a flash changer on a navigation light located at the Butte des Mort boat landing. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.

8. <u>Budget Transfer – Parks Department, $1,400</u>. The $1,400 transfer will replace a six-year old laptop computer used by the park rangers. Jeanette Diakoff moved for approval, seconded by Bill Roh. Carried 5-0.

9. <u>Budget Transfer – Parks Department, $13,680</u>. The transfer will replace a wooden dock damaged by ice shoves at the Osh-O-Nee boat landing with a portable seasonal dock. A $1,320 grant from the Department of Natural Resources will offset the costs, with the remaining funding provided by the Boat Landing Parking Fee Permit Program. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 5-0.

10. <u>Resolution: Approve hiring of an Intensive In-Home Case Manager position in the Human Services Department which was approved in the 2009 budget but was not filled within ninety (90) days of January 1, 2009</u>. During the 2009 budget process an Intensive In-Home Case Manager position was approved; however, since it was not filled within 90 days of its posting. County Board approval is now needed to fill the position. Tom Saari asked the committee to re-approve filling the full-time position. Claud Thompson moved for approval, second by Stan Kline. Carried 5-0.

11. <u>Resolution: Amend the Table of Organization for Winnebago County Airport</u>. Peter Moll requested that a part-time custodian I position be eliminated and replaced with a part-time custodian/groundskeeper position in response to a vacancy that occurred due to a retirement. The custodian/groundskeeper position requires a Commercial Driver's License (CDL) license. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.

12. <u>Special Pay Adjustment in Accordance with the Administrative Salary Plan</u>. In accordance with the rules for administration, Sheriff Mike Brooks requested a one-time $3,000 pay adjustment for the Sheriff's Office accountant effective July 1, 2009. The sheriff's budget includes sufficient funds for the adjustment. David Albrecht moved for approval, seconded by Claud Thompson. Carried 4-1. Bill Roh voted against.

13. <u>Change the Vehicle Use Policy</u>. Chuck Orenstein requested that a section be added to the vehicle use policy allowing the sheriff's office administrators to drive county owned vehicles for personal use. The change would affect about four administrators. David Albrecht moved to add Section 22.3 to the vehicle use policy, seconded by Jeanette Diakoff. Carried 5-0.

14. <u>Discussion: Replacement of PeopleSoft software</u>. Chuck Orenstein asked that the county research the replacement for the current PeopleSoft software package used by the finance department. The current software was installed 11 years ago and the county did not maintain the maintenance updates to the software because of the cost; so it is vulnerable to viruses. It was the consensus of the committee to allow Orenstein to work with the Information Systems Department in researching various software replacement options.

15. <u>Review of Investment Portfolio Reports</u>. Chuck Orenstein discussed the county investments for the fourth quarter 2008 and for the first quarter 2009.

16. <u>Board input on department head reviews</u>. The committee concluded it is the County Executive's responsibility to evaluate the performance of county department heads. Concerns about an employee's performance, should be brought to County Executive Mark Harris directly.

17. <u>Report from the Director of Human Resources</u>: Karon Kraft distributed the Wisconsin Retirement System Trust Fund newsletter for review. Kraft also distributed a comparison sheet showing the judicial assistants starting and maximum pay rates in comparable counties along, with the comparable job descriptions. Winnebago County judicial assistants are among the highest paid. Judge Thomas Gritton questioned Kraft's evaluation of comparable job responsibilities. Gritton stated that Outagamie County is shown as a comparable county but their judicial assistants do not go to court. Kraft said she would further evaluate the judicial assistant positions and forward her findings to the Judiciary Committee.

18. David Albrecht moved to disallow the claim of Robert Kelley and refer the claim to Corporation Counsel, seconded by Claud Thompson. Carried 5-0.

19. Claud Thompson moved to disallow the claim of Claude Tollard and refer the claim to Corporation Counsel, seconded by David Albrecht. Carried 5-0.

20. Claud Thompson moved to disallow the claim of Steven Taylor and refer the claim to Corporation Counsel, seconded by David Albrectht. Carried 5-0.

21. The next scheduled meeting of the Personnel & Finance Committee is Thursday, June 4, 2009 at 8 a.m.

22. Jeanette Diakoff 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 10:03 a.m. Motion seconded by Claud Thompson. Roll call vote: Albrecht, aye; Diakoff, aye; Thompson, aye; Kline, aye; Roh, aye. Motion carried 5-0.

23. At 10:40 a.m. Bill Roh made a motion to reconvene to open session, seconded by Claud Thompson. Roll Call vote: Albrecht, aye; Diakoff, aye; Thompson, aye; Kline, Roh, aye. Motion carried 5-0.

24. David Albrecht moved to adjourn the meeting at 10:40 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by,
Joan Lowe