

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, April 7, 2011
TIME: 8:00 a.m.
PLACE: Personnel Conference Room
PRESENT: Stan Kline
Jeanette Diakoff
Claud Thompson
David Albrecht
Bill Roh

ALSO PRESENT: Chuck Orenstein, Finance Director
Karon Kraft, Human Resources Director
Mark Harris, County Executive
John Haese, Highway Commissioner
Doug Gieryn, Director of Public Health
Mary Krueger, County Treasurer
Barry Busby, Coroner
Linda Kollmann, Emergency Management Director
John Matz, Sheriff
Bill Demler, Highway Maintenance Supt.
Barb Spanbauer, Accountant/Sheriff's Office
Christian Gossett, District Attorney
Peter Moll, Airport Director
Mike Norton, County Board Supervisor
Tom Ellis, County Board Supervisor
Jef Hall, County Board Supervisor
Larry and Debra Last

1. Stan Kline called the meeting to order at 8:00 a.m.
2. David Albrecht moved to approve the minutes of the March 3, 2011 meeting, seconded by Claud Thompson. Carried 5-0.
3. **Budget Transfer-Coroner, \$25,275.** The transfer covers overruns for labor, travel and operating expenses. A \$20,681 revenue surplus was applied to the overruns leaving a balance of \$4,594 to be covered by the contingency fund. Claud Thompson moved for approval, seconded by Bill Roh. Carried 5-0.
4. **Budget Transfer – Corporation Counsel, \$38,812.** The transfer covers overruns due to the use of using outside legal services. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
5. **Budget Transfer – Emergency Management, \$22,617.** This is a pass-through grant from the Office of Justice Assistance to the University of Wisconsin-Oshkosh Police Department for the purchase of portable and mobile radios. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 5-0.

6. **Budget Transfer – General Services, \$3,826.** The transfer applies \$3,826 of surplus in General Services to cover an overage in fringe benefit expenses. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
7. **Budget Transfer – Highway, \$70,000.** The transfer covers the cost to resurface the Neenah Human Services parking lot. Bill Roh moved for approval, seconded by David Albrecht. Carried 5-0.
8. **Budget Transfer – Highway, \$100,000.** The transfer would move \$100,000 from the contingency fund to the Highway Department’s snow removal account. The funds would cover the 2011 fall and winter maintenance costs. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
9. **Budget Transfer – Human Resources, \$214.** Operating costs exceeded the budget for 2010. There are sufficient funds within the travel account to cover the overruns. Claud Thompson Thompson moved for approval, seconded by Bill Roh. Carried 5-0.
10. **Budget Transfer – Self-funded dental insurance, \$47,965.** The transfer applies \$47,965 in surplus Self-funded Dental Insurance revenue to cover expense overruns. Bill Roh moved for approval, seconded by David Albrecht. Carried 5-0.
11. **Budget Transfer – Sheriff’s Office, \$15,000.** John Matz requested a transfer of \$15,000 from the general fund to be used to start a sobriety program. The program would require people charged with alcohol related offenses to report twice daily for breath testing prior to their mandated court appearances. A contracted agency would administer the program. District Attorney Christian Gossett said he approves of the program and considers it money well spent. Claud Thompson moved for approval, seconded by Bill Roh. Carried 5-0.
12. **Budget Transfer – Treasurer, \$34.** Travel costs exceeded the budget for 2010. There are sufficient funds within the operating expense account to cover the overage. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.
13. **Budget Transfer – UW Fox Valley, \$1,753.** The transfer covers the 2010 overruns in the capital outlay fund. There are sufficient funds within the operating expenses account to cover the overage. Claud Thompson moved for approval, seconded by Bill Roh. Carried 5-0.
14. **Approval to retain the vacant position of Systems Analyst on Information Systems Table of Organization.** Patty Francour requested a full-time systems analyst position remain on the Information Systems table of organization. The position is vacant due to a retirement that occurred in February 2011. Francour said eliminating the position would cause operating deficiencies throughout the county. Mark Harris said the position should remain vacant until the need for it is substantiated. Claud Thompson moved to approve to retain the position on the table of organization, seconded by Bill Roh. Carried 5-0.
15. **Resolution: Authority to Execute 2010-2012 Labor Agreement with the Winnebago County Highway Department Employees’ Union, Local 1903, AFSCME, AFL-CIO.** Karon Kraft presented a proposed three-year labor agreement between the county and the Highway Department Employees’ Union. The contract does not include any across-the-board wage increase for 2010 and 2012 but it does give a 1.5% across-the-board wage increase effective January 1, 2011. The caps on health insurance premiums would be discontinued, with employees contributing 15% of the monthly premium for Plan 2 in either the Network or the UMR health plans starting Oct. 1, 2011. If an employee and his or her spouse complete an annual Health Risk Assessment (HRA) by Sept. 1 annually, the county will cover 90% of the monthly premium for

Plan 2 coverage under either health plan. Stan Kline moved for approval, seconded by David Albrecht. Carried 5-0.

16. **Resolution: Authority to Execute Extension of the Labor Agreement with the Winnebago County Courthouse Employees' Association Contract through December 31, 2012.** Karon Kraft presented a proposed one-year extension of the labor agreement between the county and the Courthouse Employees' Association. The extension would be effective for the year 2012 and would not include any across-the-board wage increases for the calendar year. Also, employees would start contributing to the Wisconsin Retirement System an amount equal to one-half of the actuarially-required contributions, as approved by the Employee Trust Fund. Bill Roh moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
17. **Resolution: Authority to Execute Extension of the Labor Agreement with the Winnebago County Department of Human Services Employees, Local 2228, AFSCME, AFL-CIO through December 31, 2012.** Karon Kraft presented a proposed one-year extension of the labor agreement between the county and the Human Services Employees Union. The extension would be effective for the year 2012 and would not include any across-the-board wage increase. In January 2012 employees would start to contribute to the Wisconsin Retirement System an amount equal to one-half of the actuarially-required contributions, as approved by the Employee Trust Fund. Employees would no longer be eligible for monthly payments in lieu of having health insurance coverage. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
18. **Resolution: Authority to Execute Labor Agreement with the Public Safety Professional Dispatchers' Association for January 1, 2010 through December 31, 2010.** Karon Kraft presented a one-year labor agreement between the county and the Dispatcher's Association for the year 2010. The agreement does not include any across-the-board wage increase for the year and eliminates the sick-leave incentive program. Bill Roh moved for approval, seconded by Jeanette Diakoff. Carried 4-1. David Albrecht voted against.
19. **Resolution: Authority to Execute Labor Agreement with the Public Safety Professional Dispatchers' Association for January 1, 2011 through December 31, 2011.** Karon Kraft presented a one-year labor agreement between the county and the Dispatcher's Association for 2011. The agreement would include a 1.1% across-the-board wage increase effective Jan. 1, 2011. Claud Thompson made a motion to approve the contract, seconded by Bill Roh. The committee voted 0-5 against approving the labor agreement.
20. **Resolution: Adopt 2011 Winnebago County Handbook of Employment Polices Covering Appointed Non-Represented Employees.** The committee tabled action until next month to allow time for review.
21. **Resolution: Adopt 2011 Winnebago County Handbook of Employment Polices Covering Represented Employees.** The committee tabled action to allow it time to review the handbook.
22. **Discussion regarding vacant position at UW-Extension Office.** Karon Kraft said a full-time secretarial position at UW-Extension is vacant due to a retirement. Chris Kniep requested the position be filled but Kraft said that she would like to combine the position with that of the Parks Department secretary. Kraft said she has yet to work out the details of the consolidation but wants the committee to be aware of the plan.
23. **Discussion regarding summer hours at the Winnebago County Highway Department.** The Highway Department has for years worked four ten-hour days in the summer from Memorial Day to Labor Day. John Haese said the work on county road projects is more efficiently managed in

the longer workdays during the summer months. Haese said he has never received a complaint about the highway department being closed on Fridays. Mark Harris said the Highway Department's main office should be open five days a week. Peter Moll, Airport Director, suggested that two full-time airport employees could be scheduled to work 10-hour days Monday's through Thursday's while the other two employees would work 10-hour days Tuesday's through Friday's. The department's office staff could work a traditional Monday through Friday schedule. It was discussed that the airport does not have projects like the Highway Department and therefore may not need an adjusted work schedule.

24. **Discussion regarding vacant position in Public Health.** Doug Gieryn said a full-time environmental health specialist position at Public Health is vacant due to a resignation. Gieryn said it is a specialized position that is funded by the collection of service fees. Stan Kline said that he had no problem with refilling the position.
25. **Review County Investment Policy and Approve Changes.** The committee approved Chuck Orenstein request to table the item until the May meeting.
26. **Bill Roh moved to disallow the claim of Scott Wheaton, seconded by Jeanette Diakoff. Carried 5-0.**
27. **The next scheduled meeting of the Personnel & Finance Committee is Thursday, May 5, 2011 at 8 a.m.**
28. **Bill Roh moved to adjourn the meeting at 10:30 a.m., seconded by Claud Thompson. Carried 5-0.**

Submitted by,
Joan Lowe