

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, March 7, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Claud Thompson
David Albrecht
Pat Brennand
Bill Roh
Joel Rasmussen

ALSO PRESENT: Peg Raugh, Human Resources Manager
Ron Montgomery, Human Resources Specialist
John Bodnar, Corporation Counsel
Mary Krueger, Treasurer
Rob Way, Parks Director/Expo Site Manager
Doug Petraszak, Assistant Finance Director
Patty Francour, Director of Information Systems
Jim Eagan, Assistant Campus Dean @ UW Fox Valley
Mike Elder, Director of Facilities & Property Mgmt.
Melissa Schnyder, Accounting Supervisor @ Clk of Courts
Christian Gossett, District Attorney
Judge Thomas Gritton, Branch I
Judge Daniel Bissett, Branch VI

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Claud Thompson moved to approve the minutes of the February 7, 2013, meeting, seconded by Bill Roh. Carried 5-0.
3. **Budget Transfer – Corporation Counsel, \$10,000.** The transfer covers cost overruns due to an increase in mental health commitment jury trials in 2012. John Bodnar said the transfer amount is \$10,000 but the actual costs should be slightly lower. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
4. **Budget Transfer – Miscellaneous Unclassified, \$115,000.** The City of Oshkosh has billed for special assessments on county properties after the 2013 budget was set. Bill Roh moved for approval, seconded by Pat Brennand. Carried 5-0.
5. **Budget Transfer – Tennis Court Rehab Project, \$186,000.** The project would reconstruct three of the six tennis courts at the county park. The three reconstructed courts would feature an interlocking tile system allowing for basketball or pickleball to be played alongside with the tennis activities. The other three courts would be converted into turf space. Bill Roh said that he could not justify the spending at this time. Pat Brennand made a motion for the committee to vote, seconded by Claud Thompson. Approval was denied 0-5.
6. **Budget Transfer – Treasurer’s Office, \$63.** The transfer would apply \$63 budgeted for office supplies to lodging expense overages. Claud Thompson moved for approval, seconded by Pat Brennand. Carried 5-0.
7. **Budget Transfer – Various Departments, \$509,307.** This transfer covers various departments’ Type II budget carryovers from 2012 to 2013. Type II budget carryovers are requested when departments

seek to use unspent funds from the prior year's budget. Department heads requesting carryovers were present to answer questions from the committee. The transfer requests included:

- District Attorney, \$2,734. David Albrecht moved for approval, seconded by Pat Brennand. Carried 5-0.
 - Airport, \$400,000. David Albrecht moved for approval, seconded by Joel Rasmussen. Bill Roh voted no. Pat Brennand abstained. Carried 3-1-1.
 - Treasurer, \$9,500. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
 - Information Systems, \$5,000. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
 - Facilities and Property Management, \$52,000. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
 - UW-Fox Valley, \$17,000. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
 - Park View Health Center, \$23,073. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
8. **Discussion regarding salaries of Judicial Assistants and 2014 budget preparation.** Judges Bissett and Gritton asked that no action be taken today but asked that the committee consider compressing the pay range for Judicial Assistants so their wages are competitive with those of the court assistants. By addressing the pay issue now the courts could budget wages for the 2014 budget. The judges contend that judicial assistants will be difficult to replace if employees can make more money doing a lower-classified job. David Albrecht said wage inconsistencies are a county wide problem and will be addressed this year.
9. **Discussion on status of employee handbooks.** David Albrecht and Pat Brennand agreed on the need for a single employee handbook featuring standard core language regarding layoffs, vacations, insurance, and other matters. The book should use appendices to address exceptions and job-specific practices.
10. Bill Roh moved to approve the Resolution for Commendations for Robert Lohry and for Sandy Zemanek, seconded by Pat Brennand. Carried 5-0.
11. Pat Brennand moved to disallow the claims of Heather Drew; Bruce Kasuboski; Secura Insurance on behalf of the Neenah Joint School District and William Bauer, Sr.; Acuity Insurance for Daniel Doyle; Menn Law Firm for Bruce and Sandra Osenroth; Eduardo Morales; State Farm Insurance for William Mundy; American Family Insurance for Fred Sonnenberg, seconded by Bill Roh. Carried 5-0.
12. The next scheduled meeting of the Personnel & Finance Committee is Thursday, April 4, 2013 at 8 a.m.
13. Pat Brennand moved to adjourn the meeting at 9:08 a.m., seconded by Joel Rasmussen. Carried 5-0.

Submitted by,
Joan Lowe