

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, February 6, 2014

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht  
Claud Thompson  
Joel Rasmussen  
Pat Brennand

EXCUSED: Bill Roh

ALSO PRESENT: Mark Harris, County Executive  
Chuck Orenstein, Finance Director  
Michael Collard, Director of Human Resources  
John Matz, Sheriff  
Todd Christopherson, Chief Deputy Sheriff  
Barry Busby, Coroner  
Melissa Konrad, Clerk of Courts  
Patty Francour, Director of Information Systems  
Gina Eiden, Telecommunications Coordinator  
Hon. Thomas Gritton, Circuit Court Branch 1  
Peter Moll, Airport Director  
Ernie Winters, Highway Commissioner  
Robert Keller

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Pat Brennand moved to approve the minutes of the January 9, 2014, meeting, seconded by Joel Rasmussen. Carried 4-0.
3. **Budget Transfer – Airport, \$37,525.** Peter Moll requested \$37,525 from the department's 2013 budget to be carried over to purchase a vehicle dispensing de-ice/anti-ice fluids. The purchase could not be made in 2013 because the vehicle was unavailable until Dec. of last year. David Albrecht moved for approval, seconded by Pat Brennand. Carried 4-0.
4. **Budget Transfer – Highway Department, \$1,800,000.** The transfer covers the reconstruction of CTH T from CTH GG to CTH G in the Town of Vinland. The project continues the work on CTH T that began in 2012. State funding of \$172,000 is available to offset the overall cost. Joel Rasmussen moved for approval, seconded by Pat Brennand. Carried 4-0.
5. **Resolution: Establish Salaries for Elected Officers of Sheriff, Clerk of Courts and Coroner.** A discussion was held regarding the establishing of salaries for constitutional officers whose positions will be subject to elections in 2015. It was noted that the salaries of the Clerk of Courts and Sheriff are lower than those same positions in Outagamie County. Claud Thompson said the county should accelerate wage increases, if needed, to bring the salaries in line with comparable counties. Mike Collard will present multiple proposals at next month's meeting.
6. **Resolution: Amend payment schedule for Deputy Coroners.** The resolution allows for a deputy coroner to receive an additional \$5.00 per-call, raising the total to \$30.00 per-call. The chief deputy

coroner also would receive an additional per-diem of \$5, \$10, or \$15 for on-call service. The additional funds are available in the 2014 county budget. David Albrecht moved for approval, seconded by Pat Brennand. Carried 4-0.

7. **Approve amendment to the Holiday Policy regarding Master Control/Booking Clerks.** As of Jan. 2, 2014, the Master Control/Booking Clerks began working a four-days-on, two-days-off work schedule. In lieu of receiving regular holidays, they will receive a total of 13 floating holidays each calendar year. In the current handbook, floating holidays are available to new hires only if they are hired before July 1. The amendment allows a Master Control/Booking Clerk to receive one floating holiday for each four weeks of completed service during the first year of hire. Pat Brennand moved for approval, seconded by Claud Thompson. Carried 4-0.
8. **Approval of a multi-year contract with AT&T servicing Winnebago County's prime and T-1 telephone lines.**  
The multi-year contract would provide telephone line services to the county's major buildings. Prices are determined by State of Wisconsin contract bids. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-0.
9. **Update on collective bargaining status.** Mike Collard said most bargaining units have not petitioned to conduct representation elections. Under state law, those units are considered decertified, and no longer represent employees for collective bargaining purposes. And although the Courthouse Association did file a petition, the filing fee was not paid by the deadline, so the Employment Relations Commission will decide whether to accept their petition. The Deputies' Association still maintains a union contract through 2015.
10. **Review and discussion of the Human Resources Policy Manual.** Mike Collard cited strong participation at supervisory meetings for the rollout of the new Human Resources Policy Manual. Collard said he will hold voluntary policy manual sessions to address questions from individual employees.
11. Pat Brennand moved to approve the Resolution for Commendations for John Ralph, seconded by Joel Rasmussen. Carried 4-0.
12. David Albrecht moved to disallow the claims of: Jeffrey Leavell for Kirk Gobel, seconded by Pat Brennand. Carried 4-0.
13. The claim of John Sheehan was settled.
14. The next scheduled meeting of the Personnel & Finance Committee is Thursday, February 27, 2014 at 8 a.m.
15. Pat Brennand moved to adjourn the meeting at 9:20 a.m., seconded by Joel Rasmussen. Carried 4-0.

Submitted by,  
Joan Lowe