

**SPECIAL ORDERS SESSION
COUNTY BOARD MEETING
THURSDAY, OCTOBER 11, 2007**

Chairman David Albrecht called the meeting to order at 6:00 p.m. in the County Board Room, Fourth Floor, Courthouse, 415 Jackson Street, Oshkosh, Wisconsin.

The meeting was opened with the Pledge of Allegiance and prayer.

The following Supervisors were present: Sevenich, Barker, Griesbach, Hotynski, Ramos, Maehl, Koziczkowski, Pollnow, Widener, Hamblin, Albrecht, Anderson, Thompson, Lohry, Lennon, Lang, Hall, Wingren, Jacobson, Norton, Warnke, Drexler, Robl, Schmuhl, Kline, Locke, Eisen, Schaidler, Farrey, Sievert, Arne, Diakoff, Brennand, Egan, Ellis, Rengstorf and O'Brien. Excused: Finch

Motion by Supervisor Robl and seconded to approve the agenda. CARRIED BY VOICE VOTE.

PUBLIC HEARING

No one addressed the Board.

COMMUNICATIONS, PETITIONS, ETC.

A letter from Senator Mike Ellis was read thanking the Board for sending him copies of their resolutions regarding restricting the sale of fertilizer that contains phosphorus and the use of Wildlife Damage Abatement and Claims Program funds for CWD testing programs. Sen. Ellis said that he will keep these resolutions on file for reference when these issues come before the Senate.

Resolutions from other counties:

- Ozaukee County - "Resolution Supporting Change for Returning Federal Funds from Certified Public Expenditures of County Nursing Homes" was referred to the Park View Health Center Committee.
- Ozaukee County - "Alternate Method for Exemption from the County Library Tax" referred to the Legislative Committee.

A Notice of Claim was received from State Auto Insurance Co. for Gerald Berwald for damage to Mr. Berwald's vehicle caused by an accident with a county highway vehicle was referred to the Personnel & Finance Committee.

CHAIRMAN'S REPORT

Chairman Albrecht reported that Supervisor Finch was involved in an accident at work and is excused from tonight's meeting.

Chairman Albrecht explained that the December 31, 2007 termination date for the Personnel Function Review Committee that is printed in the official directory is not correct. According to the resolution that established this committee, the termination date is October 1, 2007. The directory also states that this is a five-member committee, but it is actually a seven-member committee. This information will be corrected on the county's website.

Chairman Albrecht thanked Supervisor Rengstorf for his donation to the county's scholarship program.

Supervisor Eisen expressed his congratulations to Executive Harris for his election as Vice President of the Wisconsin Counties Executives and Administrators Association. The Board recognized Executive Harris with a round of applause.

Chairman Albrecht stated that a corrected "Winnebago County Program Rating Form" from the Personnel Function Review Committee has been placed on the Supervisors' desks.

PERSONNEL FUNCTION REVIEW COMMITTEE REPORT

Supervisor Bernie Egan, Chairman of the Personnel Function Review Committee; and Catherine Neiswender, UW-Extension Community Development Educator; explained the purpose of the Personnel Function Review Committee and the processes that it went through to develop their final report.

Supervisor Egan introduced the members of the Personnel Function Review Committee: Supervisors O'Brien, Kline, Brennand, Schaidler, Sievert, Chairman Albrecht and County Executive Harris. Supervisor Egan thanked the County Clerk's Office and Catherine Neiswender for all the help and assistance provided to this committee.

Ms. Neiswender explained the processes that the committee and departments went through. The committee met and established ground rules and determined how interviews and evaluations would be handled. Ms. Neiswender stated that a joint letter from Executive Harris and Chairman Albrecht was sent to each department head explaining the purpose of the committee and what their involvement would be in the process.

Chairman Egan explained that all the departments should be congratulated for all the work and effort they put into their reports and interviews.

Chairman Egan explained that each committee member scored each program individually. Some committee members tended to score higher than others, but everyone's scores were consistent across all the departments. Chairman Egan explained that even though a program received a low score from the committee, it doesn't mean that the program isn't important or needed.

Chairman Egan explained that at a future meeting, the entire County Board will be able to discuss and vote on the scores that the Committee gave to departments' programs. That information will then be given to the County Executive for possible implementation. Chairman Egan explained that many of the suggestions made by the committee will not be implemented immediately for various reasons—union contracts will need to be negotiated, department locations are yet to be determined, etc. Hopefully, they will be implemented within three to five years. Chairman Egan stated that he hopes that a review of the progress of these recommendations is done 12 months from now by the County Executive and County Board Chairman. He also hopes that in another three or four years another committee is formed to evaluate department programs and make additional recommendations.

Supervisor Egan presented the findings of the Committee:

Department wide Recommendations:

- Parks Department gets all lawn maintenance/mowing functions for all departments (except mowing rights of ways for the highway department)
- Conduct a thorough inventory of all equipment and assets (large and small) to look for duplication
- Investigate ability to use prison labor for many of the maintenance and lawn mowing tasks
- Facilities Department takes over all facilities maintenance responsibilities throughout the county. All functions and personnel related to maintenance and scheduling would fall under Facilities. Consequence will be increased challenges in scheduling; more efficiency in communication and utilizing staff; possible contractual issues/concerns.
- Highway department takes on snowplowing functions for all departments.
- Investigate regional opportunities in all Departments

Veterans Dept

- Investigate opportunity to combine VA position with another county. Note – there would still be satellite offices, but administration would be shared across county lines. Need to check if this is allowable by statute.
- Close North office, and move this office to Pleasant Acres. Potential consequence will be the reduction of access to services (by closing north office, and moving to Pleasant Acres) as many other services are located in downtown Oshkosh. Most veterans now use computers and can access their benefits/information on line.
- Work with IS to get a “working” computer system (including help with proprietary software)
- Standardize hours

Planning and Zoning

- Evaluate the IDB program.
- Share GIS equipment (hardware) with Land and Water.
- Move Department to Pleasant Acres
- Combine stormwater and erosion control functions under one person (not split between LWCD and PZ).
- Combine animal waste permitting functions with LWCD
- Request that the department look for opportunities to hand back responsibilities to the towns (or other municipalities, state etc)
- Change hours for receiving permits to increase customer service (e.g. stay open late one day per week)
- Codify the roles/functions that the Planning Department has (to distinguish from LWCD and Facilities departments).
- Conduct Exit interview with Bob Braun upon his retirement

Coroner

- Investigate a hired Medical Examiner that would be shared with other counties. Conduct cost analysis first. This recommendation would increase level of professionalism and ability to address today's changing crimes.

UW-Extension

- Evaluate amount of staff (suggest that the state conduct this evaluation).

District Attorney

- Investigate pro bono work for prosecution to reduce backlogs
- Move DA office into Orrin King (or other county building)

UW-Fox Valley

- Obtain a long-term building plan from the campus
- Encourage Calumet County to pay their share of facilities cost (might be done easiest after next census)

Clerk of Courts

- Share courtrooms among judges
- Move all judges offices and courts into one building
- Encourage scheduling changes to reduce wait-times by customers, alleviate crowded parking and enhance security.

Airport

- Facilities department takes over responsibility for maintenance on the Terminal building
- Utilize Highway Department to repair and drive the snowplows at the airport
- Evaluate turning over the fire department building to the City of Oshkosh
- Continue to aggressively market hangar space to increase revenues
- Investigate expanding airport property to enable bringing new businesses in with accessibility to the runway.
- Update the economic impact study
- Investigate air-taxi service and regional aircraft maintenance facility capability at the airport

Treasurer

- Consider a move to Pleasant Acres

Facilities

- Combine all functions and personnel related to maintenance and scheduling (e.g. plumbers, electricians, carpenters) under Facilities
- Turn over parking lot maintenance to the Highway Department (e.g. plowing)
- Investigate using the landfill maintenance shop in the future
- Sell Knapp Street Facility
- Codify functions of this department. Facilities department is responsible for all Building and Use Planning
- Consider budgeting so that utility costs are reflected for each building and/or department to better understand 'true cost' of running a department or building. Currently utility costs are lumped under facilities department.
- Evaluate how stormwater utility charges are allocated to departments, and request credits (currently this is in the works).

Parks

- Consolidate all lawn cutting functions (personnel, equipment) under Parks. This would also include mowing along Wiowash trail.
- Equipment maintenance would become function of highway department
- Investigate outsourcing mowing in outer reaches of county (e.g. Eureka, boat landings)
- Evaluate necessity of swim beach
- Investigate sale of under-utilized property (e.g. Lasley point)
- Evaluate Parks staff levels (too top heavy?)
- Enhance marketing of Expo Center
- Move Parks plumbers, electricians etc into Facilities. Consequence could be challenges with moving employees into different unions and changing seniority.

Register of Deeds

- Double the speed of data imaging (commit more staff time to doing this)
- Investigate ways to make the office more customer-friendly (e.g. move it to Pleasant Acres, move Passports to ROD)

Finance

- Ensure continuation of cash audits (set a standard, and ensure follow-up occurs)
- Move to Pleasant Acres
- Move departmental finance 'directors' under the Finance Department for improved oversight, accountability and communication
- Change budgeting process to small capital or one-time items. These items should not recur on budget each year. (Note –Mark indicated that budgets are reviewed line by line and these issues are addressed)

Park View Health Center

- Maintenance functions move to Facilities; snowplowing done by Highway; grass cutting done by Parks
- Investigate options for addressing absenteeism (e.g. incentive programs not to use sick time)

Corporation Counsel

- Investigate possibility of being paid directly by other counties for representation on mental health compensation.
- Review and rewrite mission statement to reflect actual functions (e.g. should County Exec be included?)

Human Resources

- Conduct exit interview (not just a form) with all employees to learn of possible efficiencies and enhancements to systems
- Look at potential to extend office hours for certain departments (e.g. by allowing flex time) to enhance customer service

Highway

- Gain/retain all shop maintenance functions (including equipment and personnel) where possible.
- Evaluate administrative charges for county departments
- Take over all parking lot maintenance and plowing
- Evaluate potential for cooperative efforts between counties

Human Services

- Investigate "Family Care" as an option for delivering services differently
- Continue to evaluate sharing services across county borders
- Investigate sharing social workers with Park View

Sheriff

- Outsource prisoner transportation
- Study long term building needs; investigate regionalization with Outagamie county where appropriate
- Manage overtime more tightly
- Investigate community-wide policing

Public Health

- Investigate county department combining with Cities of Neenah, Oshkosh and Menasha Health Departments. This may better utilized skilled employees and enhance customer service.
- Investigate cross county opportunities

Emergency Management

- Combine this department (primarily top-level administration) with Outagamie county (when the opportunity arises)
- Investigate locating within the Sheriff's Department
- Investigate combining EOC with City of Oshkosh, Neenah and Menasha.

County Board

- Look at combining county committees and boards (starting in November 2007)
- Require that Supervisors turn in expense accounts within 90 days of meeting and within 60 days of end of the fiscal year.
- Obtain county email addresses for all county supervisors
- Create county board meeting room at Pleasant Acres

County Clerk

- Discontinue selling DNR hunting and fishing licenses. This would save money due to need for a dedicated phone line.
- Print directories in-house to reduce cost and add flexibility on making updates.

Solid Waste Management

- Continue to pursue consolidation of Brown, Outagamie and Winnebago County Solid waste management systems

Information Systems

- Obtain county board emails for all supervisors and elected officials
- Move to Pleasant Acres
- Investigate Sharing of infrastructure across counties

Land and Water Conservation

- Investigate combining with Planning and Zoning Department and/or combining the overlapping functions/services of both departments (e.g. stormwater erosion control, GIS, animal waste permitting)

County Executive

- No recommendations

Child Support

- Consolidation operations into one area (Orrin King)
- Conduct cross training of current staff
- Bill individuals for situations that require more than 2 DNA tests

Chairman Albrecht explained that not everyone will be happy with the committee's recommendations, but that changes are inevitable. He felt that the committee did a very good job and have made valid recommendations for improvements.

Executive Harris explained that the 2008 budget was developed prior to the conclusion of the Personnel Function Review Committee's work, so none of these changes are reflected in this budget. Executive Harris stated that

whichever of these recommendations the county board ratifies, he will study and investigate. He will then report back to the county board his findings and procedure with the recommendations that are possible.

The program rankings determined by the committee are as follows:

All Programs sorted by scores

Program	Dept Head Ranking	Department	Score	Mandated
Administration & Management of County Operations	1	Cty Exec	743	Y*
Develop Annual Budget Proposal	2	Cty Exec	743	Y*
Elections	1	Cty Clk	720	Y
Prosecution	1	DA	718	NP
Budget	1	Finance	717	Y
Accounts Payable	2	Finance	715	N
Secretary to the County Board	2	Cty Clk	713	Y
Land Records	1	ROD	711	Y
Vital Records	2	ROD	706	Y
Courts	1	COC	703	NP
Receiving/Disburs.	3	COC	701	NP
Patrol Division	3	Sheriff	700	Y*
Corrections/Jail	2	Sheriff	699	Y*
Sheriff, Chief Deputy/Under Sheriff	1	Sheriff	693	Y*
Main. Court Schedules	4	COC	691	NP
Accounts Receivable	3	Finance	687	N
Food & Nutrition	2	PVHC	687	Y
Comp Planning	2	Planning	686	Y*
Network Infrastructure	1	IS	686	N
Nursing	1	PVHC	684	Y
Tax Collection	1	Treasurer	684	Y
Public Safety	3	IS	683	N
E911 Communications	10	Sheriff	683	N/Y
Record, Index, File	2	COC	683	NP
Receipts	2	Treasurer	681	Y
Establish Child Support Orders	1	CSA	677	NP
Prepare/Publish Legal Notices	3	Cty Clk	673	Y
Telecommunication Support	2	IS	673	N
Legal Counsel	1	Corp Co	673	Y
Payroll Processing	5	HR	673	NP
Detective Division	4	Sheriff	672	Y*
Children In Need of Protection or Services	2	Corp Co	669	Y
Audit	6	Finance	669	Y
Bonding	7	Finance	667	N
Enforcement of Established Child Support Orders	2	CSA	666	NP
Support Staff	2	DA	664	NP
Financial Reporting	5	Finance	664	N
Cty Rd Maintenance	1	Highway	662	NP
Building Repairs	1	Facilities	661	N
Family Court	5	COC	660	NP
Administration	5	PVHC	659	Y
Child Care		HS	656	NP
Supportive Home Care		HS	656	NP
Social Services	3	PVHC	656	Y
Cty Rd Major Improvements & Bridge Construct.	2	Highway	653	NP
Collections	3	CSA	651	NP
Land & Water Resource Management	2	Land & Water	651	Y
Institution for Mental Disease		HS	649	NP
Marriage Licenses	4	Cty Clk	648	Y
Document Retention	5	Cty Clk	646	Y
Solid Waste Disposal	1	SWM	646	N/Y
Victim Witness	3	DA	645	NP
Zoning Ordinance	3	Planning	643	Y*
Mental Health Commitments	3	Corp Co	642	Y
Preservation	3	ROD	642	Y
Investments	9	Finance	635	N
Salary Administration	9	HR	635	NP
Private Sanitary	1	Planning	635	Y*
Preventive Maintenance	3	Facilities	634	N
Woman, Infants & Children (WIC)		Public Health	634	Y
Citizens Concerns	4	Cty Exec	633	N

Services to Developmentally Disabled		HS	633	NP
Benefits Administration	7	HR	630	NP
Court Services	5	Sheriff	629	Y*
Court Commissioner	6	COC	629	NP
Meetings	3	Cty Exec	628	Y*
Disbursements	4	Treasurer	628	Y
Budget	5	IS	626	N
Budget	1	County Board	625	NP
User Support	4	IS	625	N
Tax Settlement	3	Treasurer	624	Y
General Public Health		Public Health	624	Y
Activities/Volunteer Services	4	PVHC	623	Y
Termination of Parental Rights	5	Corp Co	623	Y
Landfill Gas Collection & Utilization	2	SWM	623	N/Y
Provision of services to youth		HS	621	NP
Recovery	2	Emer. Man.	621	Y
Insurance	10	Finance	620	N
Housekeeping	6	PVHC	620	Y
Investigation	4	DA	619	NP
GPS	8	Sheriff	619	N
Payroll Reporting	6	HR	619	NP
Training	6	Sheriff	616	Y*
Response	1	Emer. Man.	615	Y
Fixed Assets	4	Finance	615	N
Design & Construction Management	1	Land & Water	615	Y
Resource Plan Reviews	3	Land & Water	615	Y
4-H Community	3	UW Ext	615	N
Services to Mentally Ill		HS	614	NP
Administrative	4	CSA	614	NP
Tactical Team	9	Sheriff	612	N
Corrections & Workforce Development		HS	610	NP
Services to AODA		HS	608	NP
Field Maintenance	2	Airport	605	N
Community Residential Services		HS	605	NP
System Design & Development	6	IS	604	N
Services Delivered by mental health outpatient		HS	604	NP
Administration	1	Airport	603	N
Purchasing	8	Finance	603	N
State Road Maintenance	5	Highway	603	NP
Investigations & Assessments		HS	603	NP
Inpatient & Institutional Care		HS	603	NP
Personnel	not rated	PVHC	602	Y
Environmental Health		Public Health	601	Y
Mechanical/Electrical Repairs	2	Facilities	600	N
Labor Relations	2	HR	600	NP
Specialized Transportation and Escort		HS	600	NP
Public Hearing Items	4	Planning	597	Y
UCC	5	ROD	597	Y
Workers Compensation	8	HR	596	NP
LWAM-MEG Unit	12	Sheriff	596	N
Customer Service	8	Cty Clk	596	N
Public Health Nursing		Public Health	595	N
Guardianship & Protective Placement Actions	4	Corp Co	594	Y
Internal Audit	12	Finance	594	N
Capital Improvements Program	13	Finance	594	N
Budgets	10	HR	594	NP
Administration		Public Health	594	Y
Community Support		HS	593	NP
Death Investigation	1	Coroner	590	NP
Inter Department Services	4	ROD	590	Y
Administrative Support Staff	17	Sheriff	590	N
Community Deve.	1	UW Ext	589	N
Planning/Preparedness	3	Emer. Man.	588	Y
Community Prevention		HS	588	NP
Tower	8	Airport	587	N
Town Bridge/Culvert Construction & Repair, County Aid	4	Highway	586	NP
Foreclosure	5	Treasurer	586	Y
Community Living/Support Services		HS	584	NP
Services Delivered by AODA outpatient		HS	584	NP
Dog Licenses	6	Cty Clk	583	Y
Teen Court	10	COC	581	NP

Inventory	7	IS	578	N
Training	8	IS	578	N
Recycling Transfer Facility	3	SWM	578	N
Community Treatment Services		HS	578	NP
Other Buildings	4	Airport	576	N
Climate Control & Energy Management	6	Facilities	574	N
Conflict Resolution Center	8	COC	573	NP
Public Health Preparedness		Public Health	572	N
Housekeeping	4	Facilities	571	N
Project Management	9	IS	569	N
Expo Center	3	Parks	567	N
GIS, Land records	5	Planning	564	Y
Property Lister	6	Planning	564	N
Dept. Buildings/Grounds/ Operations	3	Highway	563	NP
Training	4	HR	563	NP
CSMs	7	Planning	562	Y*
Community Park & Coughlin Sites	2	Parks	560	N
SWAT Team	7	Sheriff	560	N
Comp & Pensions	1	Veterans	560	Y
Municipal Road Maintenance	6	Highway	558	NP
Support Employment		HS	558	NP
Child Support Lien Docket	6	ROD	558	Y
Family Court Counsel	9	COC	556	NP
Non-allocated	not rated	PVHC	555	Y
Boat Landing Parking Permit Fees	5	Parks	554	N
Imaging	10	IS	554	N
Unclassified Expense	9	Airport	553	N
Building Security/Locks	9	Facilities	551	N
Recruitment	1	HR	550	NP
Farmland Preservation Program	4	Land & Water	549	Y
UW Fox		UW Fox	548	NP
Probate	7	COC	547	NP
Work Related & Day Services		HS	546	NP
Maintenance	7	PVHC	543	Y
Laundry	8	PVHC	542	Y
Safety	11	HR	541	NP
Mailroom	11	Finance	541	N
Reserves	11	Sheriff	540	N
Boat Landings	4	Parks	538	N
Microfilm/Imaging	15	Finance	535	N
Grounds & Lots Maintenance	5	Facilities	534	N
West Terminal Building	5	Airport	531	N
Boat Patrol & Snow Patrol	15	Sheriff	531	N
Comm. Nat. Resources Dev.	7	UW Ext	526	N
Maintenance Shop	3	Airport	526	N
Medical	2	Veterans	524	Y
Interdepartmental Services	7	Highway	523	NP
Special Operations	13	Sheriff	518	N
Printing	14	Finance	517	N
Fire Station	6	Airport	517	N
Appeals	4	Veterans	516	Y
Navigational Aids	7	Parks	514	N
VIP	11	COC	514	NP
Law Library	12	COC	513	NP
Leadership Org. Dev. & Process	10	UW Ext	509	N
Education	3	Veterans	507	Y
Recreational Trail	6	Parks	506	N
Light Construction/ Remodeling	8	Facilities	500	N
Strengthening Individ. & Families	4	UW Ext	498	N
Marketing/Container Rental & Lease Program	4	SWM	496	N
SW and Erosion C.	9	Planning	491	Y*
Helping Individuals	5	UW Ext	490	N
Strength Youth Dev.	12	UW Ext	488	N
Medical Assistance Subrogation	6	Corp Co	485	N
Sustainable Ag	8	UW Ext	484	Y*
Commercial Hort.	2	UW Ext	483	N
4-H Develop. Out.	6	UW Ext	480	N
Grants	6	Veterans	477	Y
Organizational Studies	3	HR	476	NP
Interns	5	DA	476	NP
Maintenance Workshop	1	Parks	474	N

Terminal Building	7	Airport	473	N
Official Directory	7	Cty Clk	473	Y
Space Planning	7	Facilities	472	N
Wildlife Damage Abatement & Claims Program	5	Land & Water	472	Y
Coughlin Ctr. Room	13	UW Ext	466	N
Preservation & Conservation Areas	8	Parks	461	N
Dive Team	16	Sheriff	455	N
Family Eco. Security	9	UW Ext	455	N
Loans	7	Veterans	431	Y
Insurance	8	Veterans	429	Y
Non-metallic mining	10	Planning	425	Y*
Community Programs/Dare	14	Sheriff	425	N
Burial programs	5	Veterans	425	Y
Work Permits	9	Cty Clk	424	N
Ag. Economic Deve	11	UW Ext	421	N
Underground Storage Tanks		Highway	405	NP
Community Sup/Train	2	Coroner	382	NP
Office mgmt	9	Veterans	381	Y
Swim Lake	9	Parks	360	N
Hunting/Fishing Licenses	10	Cty Clk	318	N
Economic Develop.	8	Planning	303	N

*- indicates that a state or federal law was cited in the documentation provided by the Department
NP = Not provided, or not available

County Board Chairman Albrecht and Chairman Egan took questions from the Board.

Motion by Supervisor Robl and seconded to adjourn until Tuesday, October 16, 2007. CARRIED BY VOICE VOTE. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Susan T. Ertmer
Winnebago County Clerk

State of Wisconsin)
County of Winnebago) ss

I, Susan T. Ertmer, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their Special Orders Session held on October 11, 2007.

Susan T. Ertmer
Winnebago County Clerk