

PERSONNEL & FINANCE COMMITTEE MINUTES

February 1, 2024

Present: David Albrecht, Steven Binder, Morris Cox, Donald Nussbaum, Tom Egan

Mike Collard – Administration Director
MaryAnne Mueller – Corporation Counsel
Melanie Boelter – Corporation Counsel
Julie Barthels – County Clerk
Jon Doemel – County Executive

Mike Elder – Facilities Director
Paul Kaiser – Finance Director
Mark Habeck – Human Resources Director
Linzi Gazga Parish – PVHC Administrator
Todd Christopherson – Sheriff's Department
Paul Eisen – County Board Supervisor (ZOOM)

Excused: Betsy Ellenberger

A. Meeting called to order at 9:00 am by Chairman Morris Cox.

B. Public Comments

- Jon Doemel, County Executive – Thank you to Mike Collard, Mark Habeck, and the Deputies' Association for coming to an agreement and completing the Deputies' Contract for the Sheriff's Department. Jon says he was grateful for the completion of the Deputies and Sheriff's agreement.
- Paul Eisen, Supervisor District 4 – A Resolution was sent back to the Judiciary and Public Safety Committee for a \$10,000 expense. Supervisor Eisen would like the Personnel & Finance Committee to refer Item #2 – Resolution Ratifying Tentative New Collective Bargaining Agreement between Winnebago County and the Winnebago County Deputies' Association Covering January 1, 2024, through December 31, 2026, to the Judiciary and Public Safety Committee (JPS). JPS did not see or approve this agreement. JPS is the committee of jurisdiction for the Sheriff's Department, and he believes it should go to that committee first.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adopt the agenda.
Carried by Voice Vote. (5-0)

D. Approval of the January 4th and January 16th, 2024, Personnel & Finance Committee Meeting Minutes

Motion by Supervisor Albrecht, seconded by Supervisor Nussbaum to approve the January 4th and January 16th, 2024, Personnel and Finance Committee meeting minutes.
CARRIED BY VOICE VOTE. (4 – 0 – 1 Abstain – Egan)

E. General Fund, Policy Update, & CIP Report – Finance Director

Paul Kaiser, Director of Finance reported on the Capital Improvement Projects. An update from Information Technologies, the Redundant Fiber Loop is making good progress. Conduit is being put in place with roughly 5,200 feet in the ground already. Hope to have completion within next month, weather permitting.

Mike Elder, Director of Facilities and Property Management, reported on the 980 Residential Facility Project. The plan is to be done by the middle of March. The USDA Remodel Project has hit a road-block, it is on hold for directions from the USDA due to a change in floor plans. He will need to submit new bids for this project. Human Services Neenah roof project has been moved into the 2024 CIP plan. The bids came back significantly overbid. He is going to revise the scope of the bid and resubmit. Neenah Elevator is complete and -in use. Park View Health Center Fire Alarm System Replacement – they have found a new vendor and are hoping to improve the system without having to totally replace it. They are working with the vendor for the design at this time.

Highway Building Update – The bids were just received; they need to go thru bids to find the best options. The Committee would like Director Elder to come to the next meeting to update them on County owned building projects.

Paul checked with Department heads for any significant changes that are taking place. He would like to provide a quarterly update on projects that are planned or happening.

Fund Balance Policy – Director Kaiser sat down with the County Executive and the Department of Administration and went over the projected changes.

- On Page 3 is the first change regarding the Appropriate Range of Fund Balance. He is removing the words "subsequent year's budgeted expenditures"; and "an amount equal to the tax levy given to"; and adding "expense/expenditures for" in the second paragraph.
- On Page 4 – There will be a change from excess of funds that will designate a portion to the budget stabilization fund. Deficiencies would come up for review at the next budget meeting by the board. Changes that were made were under 3 – Deleting "If the unassigned fund balance falls below the goal or has a deficiency, a plan will be developed and included in the annual budget process." A second sentence was added after item 3. In the event the Unassigned General Fund balance falls below the goal or has a deficiency, a plan will be developed and included in the annual budget process."
- Page 5 – This section involves internal service funds. The following lines were deleted from the policy: "The internal service funds should have a balance in total of 25% - 35% or associated expenses." "If the internal services funds in total are at a deficit, then the county should either move funds from the Unassigned General Fund to the Internal Service funds or increase expenses charged in the next budget cycle." "If the internal services funds in total are at a surplus, then the county should either move funds to the Unassigned General Fund from the Internal Service funds or decrease expenses charged in the next budget cycle." The following lines were added to the policy: The review of the Internal Service Funds should include but not limited to: Past, Current and Future claims; Claims Handling and Risk Control Services; Operating Cost; Personnel Costs; and, Change in inventory were applicable."

Director Kaiser will bring a **resolution** to the next P&F meeting for **approval and voting**.

F. 1. Action Item: Use of Contingency Funds to purchase five new Sit to Stand Lifts for \$26,400 for Park View Health Center

Motion by Supervisor Nussbaum, seconded by Supervisor Albrecht to approve the budget transfer.

Linzi Gazga-Parish, Director of Park View Health Center explained what a sit to stand lift is. The resident still needs to bear 50% of their weight. A budget transfer will need to be done to the Equipment fund and \$9,104.00 will come from the PVHC contingency fund.

Vote on Budget Transfer: CARRIED BY VOICE VOTE. (5-0)

2. Resolution: Ratifying Tentative New Collective Bargaining Agreement between Winnebago County and the Winnebago County Deputies' Association Covering January 1, 2024, through December 31, 2026

Motion by Supervisor Binder, seconded by Supervisor Egan to approve this resolution.

Mark Habeck, Director of Human Resources explained what has happened with the agreement between the Deputies' Association and Winnebago County. It expired at the end of 2023. They started negotiations during the summer of 2023. This agreement would last thru December 2026. Many changes in the Memoranda of Understanding were made. Noteworthy changes made: Schedule changing; Guidelines for switching of shifts; Adjusting hours of sick time; Modifying language for Holidays; Codifies changes for Vacation Scheduling; Minimized Opportunities to Pay Out Earned, but Unused Benefit Time; Expands the Type of Paid Time Off for Funeral Leave; Patrol and Corrections

Deputies Wage Table; Length in Time for Pay Steps; and Starting Pay. The cost to the county will be from the contingency fund where money has already been set aside. It will be up to the County Board to approve or disapprove this resolution. Director Habeck is not aware of this contract going to any other committee other than P&F.

Todd Christopherson, Chief Deputy, explained that he has been with the Sheriff's Department for 32 years and it has never been brought to the Judiciary and Public Safety Committee. Corporation Counsel noted that the heart of this document involves Personnel and Finance. There is no need to send it to Judiciary and Public Safety.

Director Collard provided information for the Fiscal Note. For 2024, it will be wages of \$632,773 higher than the old contract and \$146,077 in fringe benefits. Labor cost for 2024 will be \$778,850. This will be transferred from the Labor Contingency Fund.

This resolution will go directly to the County Board with the fiscal note. Chairman Cox asked Director Collard to **include the Fiscal note** before going to the County Board.

Vote on Resolution: CARRIED BY VOICE VOTE. (5-0)

3. Resolution: Establish Salaries for County Clerk, Register of Deeds, and County Treasurer of Winnebago County

Motion by Supervisor Binder, seconded by Supervisor Nussbaum to approve.

Director of Human Resources, Mark Habeck, explained that the salary for the Elected Officials needs to be set before they can officially start circulating papers for their offices. He explained what he did and how he came up with the figures for Salaries for the County Clerk, Register of Deeds and County Treasurer. He looked at the compensation schedule for Deputy positions in these offices and the compensation schedule for other employees. There was a **4.58%** adjustment for that grade. He checked on comparisons from other counties and Winnebago County Department heads. Director Habeck recommended a \$3,921.00 adjustment to the salaries. Discussion was held regarding the percentage of raises that should be given. Director Habeck provided figures that would reflect a **3% raise in salary** for the years 2025 – 2028. This includes a **4.58%** increase for the year 2025 to allow the elected officials the same increase that the employees were allowed.

Motion by Supervisor Binder, 2nd by Egan to amend the increase in wages for the County Clerk, Register of Deeds, and the County Treasurer to a 3% increase over 2%. Vote on Amendment: CARRIED BY VOICE VOTE. (5-0)

Vote on Resolution as Amended: CARRIED BY VOICE VOTE. (5-0)

4. Resolution: Amend Winnebago County General Code Section 1.12(10) to Increase and Expand Citizen Member Compensation on Committees, Commissions, Boards, and other Entities as well as Board of Canvass Citizen Member Compensation

Motion by Supervisor Egan, seconded by Supervisor Albrecht to approve.

Discussion was held regarding the amount paid to Citizen Committee Members and the Elections Board of Canvass. Board of Canvass is currently paid \$90.00 for a full day, \$50.00 for a half day. The Citizen Committee Members are paid \$75.00 for a full day, \$50.00 for a half day.

Motion by Supervisor Binder, seconded by Supervisor Albrecht to amend the pay for the Board of Canvass on Line 25 to \$75.00 for a half day; \$125 for a full day. The Judiciary and Public Safety Committee has already approved this resolution at their meeting. Because the Judiciary and Public Safety Committee has approved it in its current form, Corporation Counsel Mary Anne Mueller suggested to propose this amendment to the full County Board. Supervisor Binder and Supervisor Albrecht withdrew their amendment.

Vote on Resolution: CARRIED BY VOICE VOTE. (5-0)

5. Commendations: Jamie Bates, Lisa Krause, John Rabe, Laura Ruedinger, and Robin Voss

Motion by Supervisor Egan, seconded by Supervisor Nussbaum to approve. CARRIED BY VOICE VOTE. (5-0)

6. Set Next Meeting Date

The next meeting will be held on March 7, 2024.

7. Adjournment

Motion by Supervisor Albrecht, seconded by Supervisor Binder to approve. CARRIED BY VOICE VOTE. (5-0)

Meeting adjourned at 10:22 a.m.