

**WINNEBAGO COUNTY BOARD OF SUPERVISORS
PERSONNEL & FINANCE COMMITTEE**

DATE: Thursday, March 2, 2023
TIME: 9:00 a.m.
PLACE: Winnebago County Administration Building
112 Otter Avenue, Oshkosh, WI 54901
Room 120

COMMITTEE MEMBERS PRESENT: Morris Cox
David Albrecht
Steve Binder
Betsy Ellenberger
Donald Nussbaum

PRESENT: Jon Doemel, County Executive	Tom Egan, County Board Supervisor District 33
Michael Collard, Director of Administration	Cheryl Brehmer, Medical Examiner
Mark Habeck, Director of Human Resources	Natalie Strohmer, Register of Deeds
Mary Anne Mueller, Corporation Counsel	Andy Maracini, Land & Water Conservation
Bob Doemel, Highway Commissioner	Paul Kaiser, Director of Finance
Adam Breest, Parks Department	Carol Blackmore, Finance
Melissa Schnyder, Clerk of Court	Doug Gieryn, Director of Public Health
Mike Elder, Director of Facilities	Ashlee Rahmlow, Public Health
Chris Viau, UW-Extension	Eric Sparr, District Attorney
Eric Rasmussen, Emergency Management	Annette Beattie, Human Services
Lara Vendola, Sheriff	John Rabe, Solid Waste

VIA ZOOM: Dr. Victoria McGrath, CEO McGrath Human Resources Group
Bev Slusarski, Public Health
Jim Schell, Airport Director
Mary Krueger, County Treasurer
Jill Prah, Highway
Rebecca Nichols, County Board Supervisor District 2
Cameron, Winnebago Citizen, Citizen, Citizen, iPhone, Ted G, Winnie Bago, Tim's iPad

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

1. Public Comments

No comments

2. Approval of February 8, 2023 Personnel & Finance Committee Meeting Minutes

Betsy Ellenberger moved to approve the February 8, 2023 Minutes; seconded by Dave Albrecht. Carried 5-0.

3. Presentation, Discussion, Revisions to the Winnebago County Compensation Schedule for 2023 by McGrath Human Resources Group.

Dr. McGrath stated the salary schedule is up-to-date and competitive. Current employees are within their range of position. The adjustment percent between the ranges are: A 45%, B 50 %, C 60%, D 74%. Employees should be placed at the minimum and with years in that position, can move within that range. Salary employees would be within the quartile, some may not have a change to their salary. Recommends an analysis in 2024 to verify salary ranges. Dave Albrecht asked if Dr. McGrath would attend the County Board meeting to present this in person. Dr. McGrath stated that she did present this at the January County Board meeting and is unable to travel at this time. Steve Binder asked how an employee can get to the top 74%? Dr. McGrath said 74% is at the top and an employee should get there with 10-15 years, depending on the County's funding. The range should shift each year to move people through. If an employee moves to another department, that person could start at that position's mid-range. Jon Doemel thanked Dr. McGrath and Mark Habeck who have put in a lot of time on this project. Also hoping employees will stick around to keep their institutional knowledge and retain employees. Feels this is the fairest for everyone.

4. Report from the Finance Department regarding the General Fund Balances

Carol Blackmore went through the financials and Finance is still posting entries from 2022. Don Nussbaum asked what the target is and how close we are to the target? Mike Collard stated 16-20% of annual expenditures, and we are close, but on the lower end. Steve Binder believes there isn't any more to take out from and asked what amount should be used to calculate 16%? Mike Collard will get that number and email him. Betsy Ellenberger stated that Health services is in the red, but is still bringing in money; can be 180 days to accrue. Human Services has a surplus, which is typical, and money goes to the General Fund.

5. Review Type 1 Budget Carryovers and Approve Type 2 Budget Carryovers from 2022 to 2023 for: County Executive, Facilities, Public Health, UW-Extension, District Attorney, Emergency Management, Sheriff, Clerk of Courts, Branch 4, Family Court Commission, PVHC, Highway.

Carol Blackmore reviewed the carryovers with each department. Mike Collard mentioned that Type 1 carryovers do not need approval, but Type 2 carryovers do need approval. Steve Binder moves to accept Type 1 carryovers and Type 2 Budget carryovers from 2022 to 2023; seconded by Dave Albrecht. Carried 5-0

6. Resolution: Adopting Revisions to the Winnebago County Compensation Schedule for 2023

Mark Habeck stated this proposal addresses the first steps of the package. The compensation schedule is to help with hiring and to be in-line with recruitment and employee pay; this also helps with retention. Mark stated each department head met with employees to get their opinions, Jon Doemel sent emails to employees, and we plan to set up meetings with employees. Working on how to meet with employees who have questions with this adjustment. Dave Albrecht asked if there are any employees held at the same level currently? Mark Habeck replied yes, either at or above. Betsy Ellenberger moves to adopt the revision of the schedule; seconded by Steve Binder. Carried 5-0

7. Resolution: Authorize Approval to Accept \$100,000 from the N.E.W. Mental Health Connection to cover the costs of a Suicide Prevention Coordinator.

Doug Gieryn said this is just shifting sources of funds, it's budget neutral. The 2023 budget has no change, except where the money is coming from. Betsy Ellenberger asked if this is already in place to cover this year? Doug Gieryn stated the money is supported by the community or grant funds, next year will identify the source. Steve Binder moves to approve and accept \$100,000 from N.E.W. Mental Health Connection to cover the costs of a Suicide Prevention Coordinator; seconded by Dave Albrecht. Carried 5-0

8. Resolution: Approval of a Budget Transfer in the Amount of \$65,000 for Operational Expenses of the Medical Examiner's Budget.

Cheryl Brehmer stated they are over budget due to the increase in autopsies, storage, and transportation costs. There was a large number of overdoses the end of 2021. The NMS Lab invoice put them over budget which effected the 2022 budget. The 2023 budget will reflect as last year, but will cut down what they can. The budget right now is looking good. The labor was under budget and expenses are an estimate, can't predict that and doesn't want to budget too high to be over the levy. An autopsy is needed if there is any criminal element, there were 104 autopsies completed. Bodies are transferred to Fond du Lac and then transported to the funeral home. Betsy Ellenberger moved to approve the budget transfer in the amount of \$65,000 for Operational Expenses of the Medical Examiner's Budget; seconded by Steve Binder. Carried 5-0

9. Resolution of Commendation for: Valinda Applebee, Susan T. Ertmer, Pattie Quint

Betsy Ellenberger moved to approve the commendations for Valinda Applebee, Susan T. Ertmer and Pattie Quint; seconded by Dave Albrecht. Carried 5-0

10. Resolution to disallow the claim for Christy Wolff & Wynonna Potter

Dave Albrecht moves to disallow the claims; seconded by Betsy Ellenberger. Carried 5-0
Mary Ann Mueller clarified that this will be on the County Board's March 21, 2023 Agenda.

11. Set Next Meeting Date: The next scheduled meeting date is Thursday, April 6, 2023 at 9:00 a.m.

Adjournment: Motion by Betsy Ellenberger; seconded by Dave Albrecht. Carried 5-0.
The meeting was adjourned at 10:00 a.m.

Submitted by:
Jenny Sonneleitner
Secretary