

WINNEBAGO COUNTY BOARD OF SUPERVISORS – PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 4, 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: Michael Collard, Administration
Tara Berry, Clerk of Court
Melanie Boelter, Corporation Counsel
Tori Kinderman, Corporation Counsel
Paul Kaiser, Finance
Mark Habeck, Human Resources
Adam Breest, Parks Department
Doug Gieryn, Public Health
Shelly Schry, Administration

VIA ZOOM: Missy G, Ashlee Rahmlow, jhaight

Meeting was called to order at 9:02am by Chairman Morris Cox.

1. Public Comments

No Comments

2. Approval of April 6, 2023 Personnel & Finance Committee Meeting Minutes

Betsy Ellenberger moved to approve the April 6, 2023 Minutes; seconded by Dave Albrecht. Carried 5-0.

3. Introduction of the new Contract & Procurement Manager – Shelly Schry

Shelly Schry started about 3 weeks ago; was formerly in IT, Finance, and Child Support. Her experience is in the private sector and is eager to learn. Mike Collard mentioned that they will be reviewing the department's policies and procedures.

4. Report from the Finance Department regarding the General Fund Balances & Portfolio Analysis

Paul Kaiser shared information from December 31, 2022. The General Fund balance is \$51,420,000. The ARPA funds were moved to the Spirit Fund for reporting and tracking purposes, as well as transparency. The Capital Project Status Report and Investment Portfolio were reviewed. Dave Albrecht asked if investments are made just in Wisconsin. Paul Kaiser stated bonding can be done with any state that touches Wisconsin. He has purchased from Iowa.

5. Budget Transfer \$24,650 from Operations to Capital for lead paint analyzer purchase

Doug Gieryn hadn't budgeted for this expense and would like to purchase a unit instead of loaning a unit from the State. Dave Albrecht asked if they can go into private homes to investigate. Doug said yes, upon permission, to test paint and other coverings for lead. The analyzer he would like to purchase offers faster and more consistent results, and costs less to maintain. Don Nussbaum moves for the budget transfer for the paint analyzer purchase, seconded by Dave Albrecht. Carried 5-0

6. Adjustment to Unclassified Positions Pay Schedule

Mark Habeck stated the positions were last reviewed in December. Due to market issues and pay grades, moved some Park View pay amounts. With completing the Compensation Study and pay grade changes, wanted to have a hiring range and not the need to roll anyone's pay backwards. This aligns with the incentive amounts allowed to offer with the new Compensation Schedule. Steve Binder stated Park View currently has 98 residents with 165 beds and a waiting list. We are short 62 aids. Outagamie County is paying \$20/hour for aids, so if we can't get anyone in the future, we may need to increase. Morris Cox asked if there is an incentive program. Mark said yes, if the minimum working hours are met. Dave Albrecht moves to approve, seconded by Betsy Ellenberger. Carried 5-0

7. 2023 Position Reclassification Requests

Mark Habeck stated these positions are reviewed annually in May. The Compensation Consultant met with department heads, though there wasn't much time, to stay on track for deadlines. The 15 requests were reviewed by the consultant and if approved, would then review slotting. Morris Cox stated we would vote on the recommendations by Mark. Dave Albrecht stated he felt the requested pay grade was appropriate for the Environmental Health Manager. Mark Habeck said employees do a great job for all of us, this is no reflection on the great job everyone does but trying to recognize the specialty positions. Dave Albrecht so moved to approve, seconded by Betsy Ellenberger. Carried 5-0

8. Resolution: Authorize a Budget Transfer in the Amount of \$35,000 for the removal of the Netzer home, barn, and garage at the Sunnyview Expo Center to Allow for Future Growth.

Adam Breest stated about 40 acres of the Netzer property was purchased in 2018. The plan is to remove the home, garage, and barn. The barn is a safety hazard. Will leave the metal shed and retain the well. Would build a structure over the well with minimal heat. The Highway Department will raze the buildings. There may be asbestos and will follow the proper protocols. Dave Albrecht asked if there is a right-of-way. Adam said the County owns the land surrounding the YMCA building. Don Nussbaum moves for the resolution to authorize a budget transfer for the Netzer property, for the \$35,000; seconded by Betsy Ellenberger. Carried 5-0

9. Resolution: Request Authority to Apply for and Accept Grant Funds from the Wisconsin Department of Natural Resources for the Waukau Dam Restoration and Improvement Project

Adam Breest mentioned the Agenda Item Report has the incorrect dollar amount. The Resolution is correct with \$751,815. Will correct this for the County Board meeting. Betsy Ellenberger moves to approve this plan; seconded by Don Nussbaum. Carried 5-0

10. Resolution: Authority for Winnebago County to Participate as a Wisconsin Department of Natural Resources Life Jacket Loaner Board Partner at the Grundman Boat Landing

Mike Collard talked with Corporation Counsel. This shouldn't be at this P&F meeting since it doesn't involve money and the Parks & Rec committee approved it. Would like to remove this from the Agenda. Morris Cox stated this will be withdrawn.

11. Resolution of Commendation for: Laura Forbes, Mary Jo Radig, Joy Tappy

Betsy Ellenberger moves to approve the commendations for Laura Forbes, Mary Jo Radig, Joy Tappy; seconded by Dave Albrecht. Carried 5-0

12. Resolution to disallow the claim for: Chris Shafer

Dave Albrecht moves to disallow the claim for Chris Shafer; seconded by Don Nussbaum. Carried 5-0

13. Set Next Meeting Date

Thursday, June 1, 2023 at 9:00 a.m.

14. Adjournment

Motion by David Albrecht; seconded by Don Nussbaum. Carried 5-0.
The meeting was adjourned at 9:56 a.m.

Submitted by:
Jenny Sonnleitner
Human Resource Associate II