

## WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, January 5, 2017

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Joel Rasmussen  
Mike Brooks  
Bill Roh  
Harold Singstock  
David Albrecht

ALSO PRESENT: Mark Harris, County Executive  
Michael Collard, Director of Human Resources  
Chuck Orenstein, Finance Director  
Todd Christopherson, Chief Deputy Sheriff  
John Matz, Sheriff  
Doug Gieryn, Director of Public Health  
Tom Davies, Land and Water Conservation Director  
Marleah Keuler, Administrator Park View Health Center

Joel Rasmussen called the meeting to order at 8:00 a.m.

### Public Comments

None

Bill Roh moved to approve the minutes of November 15, 2016, seconded by Harold Singstock. Carried 5-0.

Harold Singstock moved to approve the minutes of December 1, 2016, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Elections, \$91,682.** The transfer covers election recount expenses. Sue Ertmer requested the transfer be amended to reflect the actual cost, which was \$35,464. Mike Brooks moved to approve the \$35,464 transfer, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Public Health, \$12,000.** This is a pass-through grant from Ministry Health Care for providing education, training and support at food-sampling events in schools. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 5-0.

**Budget Transfer – Land and Water Conservation, \$40,496.** Tom Davies requested acceptance of a grant from the State of Wisconsin Soil and Water Resource Management Department. The funds would provide nutrient management planning for Winnebago County farmers in efforts to prevent or reduce water contamination from manure or other wastewater runoff from fields. Mike Brooks moved for approval, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Sheriff's Office, \$1,248.** Sheriff John Matz requested acceptance of a grant from ThedaCare and the Oshkosh Area Community Foundation. The funds would purchase "No Time for Crime" water bottles to be distributed to school children at crime-prevention events. Mike Brooks moved for approval, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Sheriff's Office, \$9,997.** Sheriff John Matz requested acceptance of a Homeland Security/HS Alert SWAT Protection Grant. The funds will purchase 13 Peltor headsets for SWAT and TACT team members. Bill Roh moved for approval, seconded by Mike Brooks. Carried 5-0.

**Review of 2015 Financial Statement Audit.** Chuck Orenstein withdrew the agenda item.

**Approve purchase service agreement with Alternative Fuel Supply.** Sheriff John Matz requested acceptance of a six-year contract with Alternative Fuel Supply as a means to reducing vehicle fuel costs. Matz said switching the department's vehicles to propane fuel would save the department the equivalent of 50 cents per gallon of gasoline. Vehicles would be equipped to switch from propane to gasoline as needed. Alternative Fuel Supply Company will install a pumping station at the Sheriff's Office and supply propane fuel for a six-year period. Bill Roh moved for approval, seconded by Mike Brooks. Carried 5-0.

**Approve changes to Park View Health Center's table of organization.** Marleah Keuler requested that the table of organization be amended in response to a retirement within the department. Keuler asked that a full-time Social Worker-Medical position be re-titled Admissions Coordinator. The newly titled position would require status as a licensed registered nurse and be placed at pay grade 25. Keuler also requested the department's Social Wellness Manager position be advanced one pay grade to grade 26. She said the changes would not change the department's budget but would improve the efficiency of admissions processes at Park View Health Center. Joel Rasmussen moved for approval, seconded by Mike Brooks. Carried 5-0.

**Report on 2016 employee performance evaluations and 2017 merit pay and catch-up raises.** Mike Collard said that the 2016 performance evaluations showed good distribution. The average score increased .7 points from the prior year. The share value for 2017 was .4580%, which was about the same as it was for employees in 2016. The average merit pay increase earned by employees was 2.19%. The pay increases took effect January 1.

**Discussion of possible budget overages in Finance and Miscellaneous Unclassified departments.** Chuck Orenstein said that he would be bringing 2016 department budget overages before the committee at a future meeting. Orenstein asked the committee if he should bring forth projected amounts or actual cost overages. The committee all agreed that Orenstein should provide the actual cost figures.

**Discussion of audit contract.** Chuck Orenstein said Schenck Business Solutions has audited the county's financial statements since 2008. Orenstein asked the committee if he should renew the existing contract or put out a request for proposals. The committee instructed Orenstein to seek proposals.

Mike Brooks moved to approve the Resolution for Commendation for Mary DeBruin, Susan Gray, Kenneth Haase, Mark Kellermann, Linda Lakins, Carla Schreiber and Linda Terrones, seconded by David Albrecht. Carried 5-0.

The Personnel & Finance Committee will meet February 2, 2017, at 8:00 a.m.

Mike Brooks moved to adjourn at 9:10 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by  
Joan Lowe