

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, January 7, 2016

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Bill Roh
Joel Rasmussen
Harold Singstock
Claud Thompson

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Mike Elder, Director of Facilities and Property Management
Bill Topel, Director of Human Services
Peter Moll, Airport Director
Rob Way, Parks Director/Expo Site Manager
Vicky Redlin, Program Manager
Melissa Konrad, Clerk of Courts
Ernie Winters, Highway Commissioner
Marleah Keuler, Administrator at Park View Health Center
Tom Widener, County Board Supervisor
Robert Keller, County Board Supervisor
Larry Lautenschlager, County Board Supervisor

David Albrecht called the meeting to order at 8:00 a.m.

Public Comments

Tom Widener, County Board Supervisor District 9, voiced his opinion on the meal allowance rates in the county's travel policy.

Joel Rasmussen moved to approve the minutes of the December 3, 2015, meeting, seconded by Bill Roh. Carried 5-0.

Budget Transfer – Clerk of Courts, \$55,563. Melissa Konrad asked to transfer \$55,563 of surplus in legal service funds to the small equipment account for the purchase of office equipment. Konrad asked that the transfer be approved contingent on the support of the committee of jurisdiction at its January 11 meeting. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – Highway Department, \$640,000. The transfer covers the cost for the reconstruction of the County G bridge. Unspent funds of \$230,000 from the CTH N resurfacing project and state funding of \$410,000 will finance the project. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.

Budget Transfer – Human Services, \$501,333. Bill Topel requested acceptance of the northeast region Crisis Intervention Team Training Grant. Winnebago County will serve as the fiscal agent and manage the grant funds, which will be used to train law enforcement officers to better assist individuals with mental illness. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0.

Budget Transfer – Human Services, \$498,000. The transfer request was withdrawn for lack of prior approval by the Facilities and Property Management Committee.

Budget Transfer – Airport, \$600,000. The transfer would cover architectural and engineering services to design an Airport Business Center. Peter Moll said with the concept design phase completed, that this would be the next phase in moving forward with the project. Moll reported the concept design cost was about \$35,000. Harold Singstock asked that the committee be provided a monthly report showing year-to-date costs, anticipated project costs, and estimated deadlines. David Albrecht moved for approval contingent on any unspent funds returning to the Airport Department's project fund, and on Facilities and Property Management Committee approval, seconded by Claud Thompson. Carried 5-0.

Resolution: Authorize beverage pouring rights agreement between Winnebago County and Pepsi Bottling Group, LLC. The agreement through December 31, 2020 would allow Pepsi Bottling Group LLC to be the official beverage provider to the Winnebago County Parks Department. The Parks Department would agree to serve Pepsi products exclusively at events and in soda vending machines on Parks properties. Pepsi would pay Winnebago County an annual support payment of \$1,500 as well as a compensatory sum based on product sales. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

Approve an agreement with the Thomas A. Plein Foundation. The Thomas A Plein Foundation seeks to establish an endowment at Park View Health Center to benefit the needs of residents. The Foundations Board granted \$22,000 for the endowment and \$2,150 to be used for 2016 expenditures. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Review and approve modifications to the county travel policy. At the December County Board meeting David Albrecht said he has the authority to reimburse meals beyond the allowable limit, but there is no language in the county travel policy authorizing exceptions to the limits. Chuck Orenstein proposed the following policy changes regarding meal reimbursement:

“These are the ~~maximum~~ allowable amounts that the county will reimburse for meals including tips. ~~Meal costs incurred above these limits will not be reimbursed.~~ Meal costs that exceed these amounts may be approved by the authorizing agent provided they are reasonable for the location of the meetings. Submittal of meal receipts is required for all meals.”

Joel Rasmussen moved for approval, seconded by David Albrecht. Carried 4-0-1. Bill Roh abstained.

Update on pay-for-performance and compensation study. Mike Collard distributed graphs summarizing performance evaluation scores and merit pool shares in relation to the number of employees. The performance evaluation scores showed the distribution was consistent among departments. The average pay increase for all employees in the merit pay plan is 1.8771%. Pay increases went into effect January 1, with 62 employees receiving merit pay increases over the 2016 maximum for their position. The merit pay increase above the maximum will be paid in the form of a bonus, paid on each payroll throughout the year.

Joel Rasmussen moved to approve the Resolutions for Commendation for Jan Fauk, Wanda Felker, Michael Footit, Renna Friedman, Joan Lee, Clyde Rasmussen and Carol Wilcox, seconded by Bill Roh. Carried 5-0.

The next meeting of the Personnel & Finance Committee will be Thursday, February 4, 2016, at 8 a.m.

The Personnel and Finance Committee did not convene in closed session.

David Albrecht moved to adjourn the meeting at 9:45 a.m., seconded by Joel Rasmussen. Carried 5-0.

Submitted by
Joan Lowe