

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, February 04, 2016

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Harold Singstock
Claud Thompson

Excused: Bill Roh
Joel Rasmussen

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Mike Elder, Director of Facilities and Property Management
Joe Aulik, Director of Veterans Services
Barry Busby, Coroner
John Matz, Sheriff
Todd Christopherson, Chief Deputy Sheriff
Robert Keller, County Board Supervisor
Mike Norton, County Board Supervisor

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

Public Comments

None

Harold Singstock moved to approve the minutes of the January 7, 2016, meeting, seconded by David Albrecht. Carried 3-0.

Budget Transfer – Facilities and Property Management, \$15,000. Mike Elder requested a transfer of \$15,000 to pay for additional costs related to the air conditioning replacement project at the courthouse, since bids came in higher than expected. The additional funding must be carried over to 2016 to complete the project. Claud Thompson moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Veterans, \$6,000. The \$6,000 transfer from the salary contingency fund will cover labor costs for vacation payouts for the retiring department head and the overlap of employing two department heads during the transition. Claud Thompson moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Various Departments. Several departments had labor budget overruns in 2015. The Sheriff's Office originally showed an overage \$143,600 but Chuck Orenstein asked that the amount be amended to \$147,000. Orenstein said the labor cost overages in each department was within 1 percent above their overall budget. Annual labor costs are difficult to predict, he said. Claud Thompson moved for approval, seconded by Harold Singstock. Carried 3-0.

Resolution: Establish Salaries for Elected Officials of Winnebago County. The four-year terms of County Clerk, Register of Deeds and County Treasurer are up for election in 2017. Mike Collard proposed annual salary increases of 1.5 percent for each officer. Harold Singstock moved for approval, seconded by Claud Thompson. Carried 3-0.

Approve changes to the unclassified position pay schedule. Mike Collard presented a revised salary schedule for unclassified positions, increasing the wages for lead seasonal laborers at the Parks Department by 25 cents per hour and increasing the wages for reserve officers by 7.72 percent in order to remain competitive within the current job market. The most recent pay increase for lead seasonal laborers took effect in February 2013, while the most recent pay raise for reserve officers took effect Jan. 1, 2011. Since they are not a part of the Administrative Pay Schedule, the positions of casual call RN and casual call LPN were added to the unclassified pay schedule. Harold Singstock moved for approval, seconded by Claud Thompson. Carried 3-0.

Budget reclassifications. When a department budgets for a purchase as capital outlay, but the actual cost comes in under the \$5,000 limit, the purchase must be reclassified as an operating expense. The transfer of funds to record the purchase properly requires committee and county board approval. Chuck Orenstein proposed allowing the Finance Department to make such budget corrections without going through the existing approval process. The purchase cost would be transferred to other operating expense, while the remaining funds would remain in the capital outlay account. Harold Singstock moved for approval, seconded by Claud Thompson. Carried 3-0.

Discuss county vacation policy. County Board Supervisor Tom Widener had requested that the county's vacation policy be placed on the February agenda but due to slippery roads he was unable to attend the meeting. The discussion will be rescheduled for the committee's March meeting.

Update on compensation study. Mike Collard said three consultants from McGrath Human Resource Group will be conducting onsite visits from Feb. 23 to Feb. 26 to meet with department heads and employee representatives. Collard said the schedule for completing the compensation study is tight but the project remains on track for meeting the deadline.

Claud Thompson moved to approve the Resolutions for Commendation for Kim Buhrow and Ellen Shute, seconded by Harold Singstock. Carried 3-0.

David Albrecht moved to disallow the claim of Lynn Reimer, seconded by Claud Thompson. Carried 3-0.

The next meeting of the Personnel & Finance Committee will be Thursday, March 3, 2016, at 8 a.m.

Harold Singstock moved to adjourn the meeting at 8:55 a.m., seconded by Claud Thompson. Carried 3-0.

Submitted by
Joan Lowe