

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, March 2, 2017

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Joel Rasmussen
Bill Roh
Harold Singstock
David Albrecht

EXCUSED: Mike Brooks

ALSO PRESENT: Mark Harris, County Executive
Michael Collard, Director of Human Resources
Chuck Orenstein, Finance Director
Peter Moll, Airport Director
Barry Busby, Coroner
Linda Kollmann, Director of Emergency Management
Marleah Keuler, Administrator at Park View Health Center
Rob Way, Parks Director/Expo Site Manager
Jerry Bougie, Planning Zoning & GIS Director
Doug Gieryn, Director of Public Health
Joe Aulik, Director of Veterans Services
Mary Krueger, Treasurer
Mike Elder, Director of Facilities and Property Management
John Matz, Sheriff
Bill Topel, Human Services Director
Patty Francour, Director of Information Systems
Dr. Martin Rudd, Campus Executive Officer/Dean @ UW-Fox Valley

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

Public Comments

None

David Albrecht moved to approve the minutes of February 5, 2017, with one correction. Bill Roh had been recorded as present at the meeting, but was excused, seconded by Harold Singstock. Carried 4-0.

Budget Transfer – Airport, \$146,000. The transfer records a \$146,000 depreciation expense to the perimeter road project. The depreciation amount was not known when the 2017 budget was completed. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-0.

Budget Transfer – Capital Project Fund, \$1,971,648. The transfer moves unspent funds from completed capital projects back to the Department Relocation, Courthouse and Administrative Building Remodeling Project. The transfer reduces the amount for upcoming capital projects. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 4-0.

Budget Transfer – Coroner, \$10,200. Barry Busby requested a transfer of \$10,200 from the general fund to cover overages in labor costs. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 3-1. David Albrecht voted against.

Budget Transfer – Emergency Management, \$4,500. Linda Kollmann requested a budget transfer from the department's operating account to cover a cost overage in labor. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-0.

Budget Transfer – Finance Department, \$2,000 The Finance Department exceeded its labor budget but can use unspent funds for collection services to cover the overage. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-0.

Budget Transfer – Human Resources, \$3,447. Mike Collard said his office exceeded its labor budget but has sufficient funds in other operating accounts to cover the overage. Bill Roh moved for approval, seconded by David Albrecht. Carried 4-0.

Budget Transfer – Park View Health Center, \$6,600. Marleah Keuler said money had been budgeted in small equipment for the purchase of four standard lifts. However the needs of Park View Health Center has changed to include the need for a bariatric lift, with costs exceeding the limit for non-capital equipment. Keuler requests that money be moved from small equipment to capital equipment, and has cancelled a request for two standard lifts. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-0

Budget Transfer – Parks Department, \$2,500. Rob Way requested acceptance of a donation of \$2,500 from the Oshkosh Southwest Rotary Club to be used to plant trees at the Community Park Natural Way site. Bill Roh moved for approval, seconded by David Albrecht. Carried 4-0.

Budget Transfer – Parks Department, \$1,030. Rob Way said there wasn't sufficient funding in his department's travel accounts to cover expenses for the Wisconsin Parks and Recreation Association's spring conference. Way asked to send two employees to the workshop, which will address ways to improve communication with millennials. Committee members suggested all county managers would benefit from such training, and proposed the county explore hosting some in-house workshops on the topic. The transfer failed for a lack of a motion.

Budget Transfer – Parks Department, \$2,900. Rob Way requested transferring \$2,900 from the Expo Center's heating account to the labor and fringe account to cover cost overruns for two part-time employees who worked extra hours to cover for an employee on medical leave. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 4-0.

Budget Transfer – Parks Department, \$2,100. Rob Way requested acceptance of a donation from the Friends of Winnebago County Dog Parks for the installation of a waterline and water fountain to supply water to dogs and dog owners who utilize the county dog park. Bill Roh moved for approval, seconded by David Albrecht. Carried 4-0.

Budget Transfer – Planning Department, \$1,000 Jerry Bougie budgeted for a new vehicle; whose state bid prices came in higher than expected. Bougie requested a transfer of \$1,000 from another account within his budget be used to cover the overage. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 4-0.

Budget Transfer – Public Health, \$11,277. The transfer adjusts the department's grant revenues to actual expenses that had been estimated at the time of budget planning. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-0

Budget Transfer – Veterans Services, \$18,834. Joe Aulik requested to apply a County Veterans Services Office grant of \$5,134 to specific line items with the department's budget. Aulik also asked that \$13,700 be transferred from other contract services to the health insurance account to cover costs incurred due to staffing increases. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 4-0

Approve budget carryovers from 2016 to 2017. Budget carryovers are requested when departments seek to use unspent budget dollars in succeeding budget years. A total of \$461,127 of funds unspent from the general government fund balance will be reallocated to various departments in the 2017 budget. David Albrecht moved for approval, seconded Bill Roh. Carried 4-0.

Approve claim for reimbursement of interest on taxes. A Winnebago County resident has requested a refund of \$41.33 in interest on tax parcel 010-1519 from the County Treasurer per Wisconsin State Statute 74.69(3). The resident claimed his tax payment arrived late due to a postal service error, prompting the interest charge. David Albrecht moved to disallow the claim, seconded by Harold Singstock. Carried 4-0.

Resolution: Change the table of organization for the Department of Human Services, Behavioral Health Division. Bill Topel requested that a vacant, full-time Adult Therapist Supervisor position be replaced with a full-time Psychotherapist position. Since supervisory responsibilities are limited, the primary job duties can be provided more efficiently by a psychotherapist. Topel also requested that a vacant, full-time, Advanced Practice Nurse Prescriber be reclassified as part-time in order to fill the position with a qualified candidate who is unable to work full-time hours. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-0.

Consideration of proposed changes to the Unclassified Pay Schedule. Mike Collard presented a revised salary schedule for unclassified positions, increasing the wages for seasonal laborers by \$1.00 per hour. Collard also removed outdated information and unnecessary language from the schedule. David Albrecht moved for approval, seconded by Harold Singstock. Carried 4-0.

Quarterly investment report ending Dec. 31, 2016. Chuck Orenstein said county investments for the fourth quarter of 2016 earned 1.23 percent. Orenstein noted that interest on CD's remains very low, making municipal bonds and short-term fixed-rate non-callable agencies more attractive as investments.

Bill Roh moved to approve the Resolution for Commendation for Patricia Adamski, George Benz, Carol Howard and Linda McCarty, seconded by Joel Rasmussen. Carried 4-0. Joel Rasmussen asked that these resolutions be deferred to the April county board meeting.

David Albrecht moved to disallow the claim of Todd Breest, seconded by Harold Singstock. Carried 4-0.

The Personnel & Finance Committee will meet April 6, 2017, at 8:00 a.m.

Bill Roh moved to adjourn at 9:40 a.m., seconded by David Albrecht. Carried 4-0.

Submitted by
Joan Lowe