

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

DATE: Thursday, May 3, 2018

TIME: 8:00 a.m.

PLACE: 1<sup>st</sup> Floor Conference Room (Rm 119)  
112 Otter Ave., Oshkosh WI

PRESENT: Joel Rasmussen  
Harold Singstock  
David Albrecht  
Stephanie Spellman  
Vicki Schorse (left at 9:55 am)

ALSO PRESENT: Mike Collard, Director of Human Resources  
Mark Harris, County Executive  
Vicky Fitzgerald, Director of Finance  
Ray Palonen, Highway Commissioner  
Cindy Draws, Public Health Supervisor  
Melissa Pingel, Clerk of Courts  
John Matz, Sheriff  
Greg Cianciolo, Captain-Sheriff's Office  
Doug Gieryn, Director of Public Health  
Tom Davies, Director of Land and Water Conservation  
Chuck Hermes, UW-Oshkosh  
Robert Keller, County Board Supervisor  
Tom Snider, County Board Supervisor

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

## Public Comments

None

David Albrecht moved to approve the minutes of April 5, 2018, seconded by Harold Singstock. Carried 5-0.

**Budget Transfer – Land and Water Conservation, \$5,900.** The transfer accepts a \$10,000 grant from Ducks Unlimited. The funds will add to the department's capital equipment account and be used to offset the costs to purchase replacement survey equipment.

Since the department did not receive the amount asked from the sale of its used survey equipment, the transfer also offsets the reduction in sale proceeds by \$4,100. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0.

**Budget Transfer – Land and Water Conservation, \$6,358.** Tom Davies said the transfer accepts additional Soil and Water Resources Management Grant funds totaling \$6,358. The funds will be used to offset the cost to replace the department's current Trimble survey equipment. Vicki Schorse moved for approval, seconded by Joel Rasmussen. Carried 5-0.

**Budget Transfer – Land and Water Conservation, \$21,000.** Vicky Fitzgerald said the total amount of the Type 1 Carryovers brought forward at the March meeting failed to reflect two CSA projects listed separately in the transfer request. This transfer requires no action by the committee.

**Budget Transfer – UW-Fox Valley, \$100,000.** Bids to replace the HVAC and boiler in the science wing at UW Fox Valley came in \$100,000 higher than expected. Outagamie County has already approved its share of \$50,000. Harold Singstock moved for approval, seconded by Vicki Schorse. Carried 5-0.

**Budget Transfer – Public Health, \$56,875.** The transfer includes the acceptance of five separate grant programs totaling \$56,875 in funding:

- Alliance for Wisconsin Youth Incentive Grant, \$2,600, to support coalition efforts for substance use prevention.
- Wisconsin Institute for Healthy Aging, \$5,575, to support the evidence-based health promotion program “Stepping On”
- Finding Balance Together, \$30,000. Winnebago County will serve as the fiscal agent and manage the grant funds, which will be used to educate the senior population on aging issues.
- Hospital Preparedness Grant, \$9,400, for staff training.
- Communicable Disease Control and Prevention Grant, \$9,300. Funding for state-mandated services related to disease-management programs.

Joel Rasmussen moved for approval, seconded by Vicki Schorse. Carried 5-0.

**Budget Transfer – Sheriff’s Office, \$7,500.** Sheriff John Matz requested acceptance of a Homeland Security Grant. The funds will purchase six CBRN chemical-protection suits for first responders. David Albrecht made a motion for approval, seconded by Harold Singstock. Carried 5-0.

**Approve a five-year AlertSense contract.** John Matz requested the approval of a five-year contract with AlertSense, whose software allows government agencies to provide public notification of emergency situations. The county will save a total of \$7,500 by approving a multi-year contract. David Albrecht made a motion for approval, seconded by Vicky Schorse. Carried 5-0.

**Consider resolution amending table of organization for Public Health.** Doug Gieryn requested that the table of organization be amended in response to a recent vacancy. Gieryn asked that a part-time Public Health Nurse position be replaced with a full-time Public Health Nurse position assigned to the Communicable Disease unit. David Albrecht made a motion for approval, seconded by Vicky Schorse. Carried 5-0.

**Consideration of position reclassification requests.** The Winnebago County Compensation Plan allows department heads to make written requests to the Director of Human Resources to reclassify an existing position from one pay grade to another. The Director reviews the requests and presents his recommendations to the Personnel & Finance Committee in May.

- **Dispatcher** – the position currently falls in pay grade 20 and the department requested it be raised to pay grade 21 in order to hire more experienced Dispatchers and achieve a higher retention rate. The position sees a 68 percent failure rate at training due to the emotional and technical demands of the position. The high turnover rate results in higher overtime costs. Mike Collard recommended that the position remain in pay grade 20. Vicki Schorse made a motion to move the position to pay grade 21 effective immediately, seconded by David Albrecht. Carried 5-0.
- Mike Collard reviewed the positions of: **Accounting Supervisor-Clerk of Courts, Bridge and Engineering Manager, Highway Equipment Superintendent, Crime Analyst, and Public Safety Application Administrator** and recommended the positions be advanced one pay grade above their current pay grades.
- Collard reviewed the position of **Highway Maintenance Superintendent** and recommended the position be moved from its current pay grade 25 to pay grade 27 due to the significant turnover and recruitment challenges.

- The positions of **Administrative Associate-Human Services, Administrative Associate III-Human Services, Administrative Associate IV-Veterans, Director of Veteran Services, Veterans Benefits Specialist and Veterans Services Supervisor** were reviewed by Collard and he recommended that the positions remain in their current pay grade.

Joel Rasmussen moved to approve the recommendations made by Collard except with respect to the Dispatcher position, seconded by Harold Singstock. Carried 4-0.

David Albrecht moved to approve the Resolutions for Commendation for Kathy Flenz, Sue Kosup and Connie Olson, seconded by Harold Singstock. Carried 4-0.

David Albrecht moved to disallow the claim of Advanced Disposal Services, seconded by Harold Singstock. Carried 4-0.

The Personnel & Finance Committee will meet June 7, 2018, at 8:00 a.m. Due to the Fourth of July holiday, the July committee meeting will be moved to June 28.

David Albrecht moved to adjourn at 10:05 a.m., seconded by Harold Singstock. Carried 4-0.

Submitted by  
Joan Lowe