

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 5, 2016

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Joel Rasmussen
Harold Singstock
Mike Brooks
David Albrecht (arrived at 8:50 am)

Excused: Bill Roh

ALSO PRESENT: Mark Harris, County Executive
Michael Collard, Director of Human Resources
Chuck Orenstein, Finance Director
Mike Elder, Director of Facilities and Property Management
John Matz, Sheriff
Todd Christopherson, Chief Deputy Sheriff
Greg Cianciolo, Captain – Corrections
Mary Krueger, Treasurer
Tom Geske, Director of Financial Services
Bill Topel, Human Services Director
Melissa Schnyder, Accounting Supervisor
Melissa Konrad, Clerk of Courts
Joe Aulik, Director of Veterans Services
Robert Keller, County Board Supervisor
Marc DeVries, Sikich LLP

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

Public Comments

None

Harold Singstock moved to approve the minutes of the April 7, 2016, meeting, seconded by Mike Brooks. Carried 3-0.

Budget Transfer – Facilities and Property Management, \$7,000. The transfer covers the installation of two automated doors at the Neenah Public Health Department. The request arrived after the 2016 budget was approved. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Facilities and Property Management, \$50,000. Bids for the roof replacement project at the Knapp Street facility were higher than expected. Mike Elder said building material costs have risen 10 percent overall. Harold Singstock moved for approval, seconded by Mike Brooks. Carried 3-0.

Budget Transfer – Self-Funded Health Insurance, \$68,000. The transfer funds the county's portion of the 2015 health reimbursement claim costs since January 1, 2016. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 3-0.

Budget Transfer – Veterans, \$7,077. Joe Aulik asked acceptance of a donation of money collected by the Disabled American Veterans Association, Chapter 17, from a fundraising event called Operation Cabin

Fever. The funds will be deposited in the Veterans Relief Assistance fund to assist veterans in need of services or support. Mike Brooks moved for approval, seconded by Joel Rasmussen. Carried 3-0.

Special pay adjustment for Booking/Security Clerk positions. The Personnel and Finance Committee granted a special pay increase for the clerk positions in August 2015 increasing the starting pay from \$13.41 to \$15.00 per hour, in the hopes of recruiting more qualified applicants and reducing turnover in this position. There continues to be high turnover so the Sheriff's Office has started using deputies to fill in. Mike Collard asked that newly hired Booking and Security Clerks start at \$16.98 per hour. However, in order to be fair to existing employees, the county would also need to raise the pay for existing clerks whose pay is below \$16.98 by \$2.00 per hour. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 3-0.

Update on compensation study. Mike Collard said Victoria McGrath will be at June 2 committee meeting to discuss her recommendations for the new wage proposal.

Update on Pay-for-Performance. The merit pay system was put into place last year, but the work groups that designed it have continued to meet to discuss ways to improve the pay system. For the upcoming year, the "satisfactory" performance level will be change to "good", a change designed to have a more positive effect on employee morale. Training sessions focused on goal setting will take place this summer. The 2016 performance evaluations will need to be done using five competencies as in 2015, since there will not be time to re-write job descriptions to add job specific competencies this year.

Review of 1st Quarter 2016 Investment Report. Chuck Orenstein discussed county investments for the first quarter 2016. Orenstein said the overall return on investments is generally lower during the first quarter of a given year, and this year's first quarter is typical.

Discussion of investment strategy. For several years, the county has invested in callable CD's that have higher yields but can be redeemed before the CD's maturity date. When those CD's are called before they mature, the county does not experience the higher rates of return in the latter years of investment. Chuck Orenstein said he is looking at fixed-rate CD's as a potential investment option.

Review of internal audits of cash handling of departments. The accounting firm of Sikich LLC was hired to conduct an internal cash audit for Park View Health Center, the Sheriff's Office, Human Services, County Treasurer and the Clerk of Courts. The committee reviewed a summarized report outlining each department's cash processes and Sikich's recommendations for improved internal controls. Each department's weaknesses were identified and corrected.

David Albrecht moved to disallow the claims of Marvin Darby and Kreilkamp Trucking Company, seconded by Harold Singstock. Carried 4-0.

The Personnel & Finance Committee will meet Thursday, June 2, 2016, at 8 a.m., when Victoria McGrath will present her compensation study recommendations. The committee's next regular business meeting takes place Thursday, June 9, 2016, at 8 a.m.

Joel Rasmussen moved to adjourn the meeting at 9:00 a.m., seconded by Harold Singstock. Carried 4-0.

Submitted by
Joan Lowe