

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, July 7, 2016

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Joel Rasmussen  
Harold Singstock  
Mike Brooks  
Bill Roh  
David Albrecht

ALSO PRESENT: Mark Harris, County Executive  
Michael Collard, Director of Human Resources  
Chuck Orenstein, Finance Director  
Mike Elder, Director of Facilities and Property Management  
Ernie Winters, Highway Commissioner  
Todd Christopherson, Chief Deputy  
Sheriff John Matz  
Marleah Keuler, Administrator  
Rob Way, Parks Director  
Rob Keller, County Board Supervisor  
Guy Hegg, County Board Supervisor  
Rich Haen, Regional Director for Facilities and Planning for the Northeast Region

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

**Public Comments**

None

Bill Roh moved to approve the minutes of the June 2, 2016, meeting, seconded by David Albrecht. Carried 5-0.

Bill Roh moved to approve the minutes of the June 9, 2016 meeting, seconded by David Albrecht. Carried 5-0.

**Budget Transfer – Highway, \$80,000.** Ernie Winters passed around a hand-out. Ernie said this is a short term maintenance paving project for the Butler Avenue roadway that should last 5-7 years with little maintenance and will allow the County to consider future work as a part of capital planning for the campus. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.

**Budget Transfer – Park View Health Center, \$144,777.** Marleah Keuler said the project is finished, this is a carryover request to carry forward into 2016 the remaining project budget. Joel Rasmussen moved for approval, seconded by Harold Singstock. Carried 5-0.

**Budget Transfer – UW Fox Valley, \$216,000.** Rich Haen said this is a carryover project budgeted in UW Fox Valley to repair the library portion of the building façade. This was missed in the original carryover request. There will be an additional \$177,459 requested later to cover increased costs for the project. Motion by Bill Roh to delay until the September P&F meeting, seconded by David Albrecht. Carried 5-0.

**Resolution: Authorize Execution of Expo Center rental agreement between Winnebago County and Epona Enterprises LLC.** Rob Way said this is standard action to execute a 3 year contract with Epona Enterprises to hold a horse show at the Expo Center. David Albrecht moved for approval, seconded by Mike Brooks. Carried 5-0.

**Resolution: Amend the Table of Organization for the Facilities and Property Management Department.** Mike Elder said there is a vacant Custodian Supervisor position. He would like to replace this position with a Maintenance Supervisor position so they could hire someone with mechanical ability. There is no budget impact. Bill Roh moved for approval, seconded by Harold Singstock. Carried 5-0.

**Consideration of a special pay adjustment for Booking/Security Clerk positions.** Mike Collard said this has been before the committee about two months ago and a special adjustment was granted to bring the rate for existing employees up to \$17.00/hr. There is still a big problem with recruiting and retention. The compensation study recommends a starting rate of \$18.68. Mike is requesting we hire new clerks at the proposed minimum rate of \$18.68, however, we need to give an additional raise of \$1.68 an hour to the five clerks who are currently making less than \$18.68. Mike Brooks moved for approval, seconded by Bill Roh. Carried 5-0.

**Referral and possible amendment of Resolution #027-62016, Adopting the Compensation Plan.**

Mike Collard said this was referred back to the committee from the County Board. A few changes were made. The consultant and Mike met with the Judges to re-evaluate the Judicial Assistants. The consultant is changing them from grade 18 to grade 20. The Judges are satisfied with that. There were a lot of clean-up things. Seven employee meetings were held and we received useful input from employees. There were 32 items on a list to talk with the consultant about, mostly title changes. Mike said Appendix B includes extra information with the current minimum and maximum rates compared to the new recommended schedule and Appendix C is the appeal form. Mike Brooks moved for approval, seconded by Bill Roh. Carried 5-0.

Bill Roh moved to approve the Resolutions for Commendation for: Gary Frank and Mark Guldán, seconded by Joel Rasmussen. Carried 5-0.

Mike Brooks moved to disallow the claims of Paul Esslinger, CBCS Integrated Claims Solutions, Missy Krause, Debbie Piotter and American Family Insurance for Daniel and Susan Hanneman, seconded by Bill Roh. Carried 5-0.

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

Bill Roh moved to convene into Closed Session pursuant to exemption provided in section 19.85(1) (f), Wis. Stats., for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations at 9:30 a.m. Motion seconded by Mike Brooks. Roll call vote: Singstock, aye; Roh, aye; Rasmussen, aye; Albrecht, aye; Brooks, aye. Motion carried 5-0.

At 10:25 a.m. David Albrecht made a motion to reconvene to open session, seconded by Bill Roh. Roll call vote: Singstock, aye; Roh, aye; Rasmussen, aye; Albrecht, aye; Brooks, aye. Motion carried 5-0.

David Albrecht moved to adjourn the meeting at 10:35 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by  
Kathy Rumlow