

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, July 9, 2020

TIME: 8:00 a.m.

PLACE: Conference Room 120  
112 Otter Ave., Oshkosh

PRESENT: Joel Rasmussen  
David Albrecht  
Stephanie Spellman  
Vicki Schorse

ALSO PRESENT: Mark Harris, County Executive  
Vicky Fitzgerald, Director of Finance  
Mike Collard, Director of Human Resources  
Mike Elder, Director of Facilities  
Marleah Keuler Grahek, Administrator Park View Health Center  
John Matz, Sheriff  
MaryAnne Mueller, Corporation Counsel  
Natalie Strohmeyer, Register of Deeds  
Patty Francour, Director of Information Systems  
Lara Vendola-Messer, Captain Sheriff's Office  
Steven Binder, County Board Supervisor

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

**Public Comments**

None

David Albrecht moved to approve the minutes of June 4, 2020, seconded by Vicki Schorse. Carried 4-0.

**Budget Transfer – Corporation Counsel, \$13,612.** Corporation Counsel is asking to hire a part-time clerk to assist with the initial paperwork associated with mental health commitments. Corporation Counsel assumed all the legal work associated with Chapter 51 Mental Health Commitments in 2019, but a single paralegal isn't able to manage the increased paperwork. Vicki Schorse moved to approve a part-time position, seconded by David Albrecht. Carried 4-0.

**Budget Transfer – Park View Health Center, \$40,000.** Park View is converting Parkside 2-South neighborhood from a locked system to a secure system. This transition requires that two new doors be purchased at a cost of \$40,000 to stay in code compliance. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-0.

**Budget Transfer – Park View Health Center, \$699,000.** The transfer of \$699,000 from Park View's unrestricted fund balance to Park View's capital project would construct an ancillary building to serve as a garage, storage space, and training facility. Stephanie Spellman moved to approve, seconded by Vicki Schorse. Carried 4-0.

**Resolution: Authorize two-year contract with Baycom.** Sheriff John Matz requested acceptance of a two-year contract with Baycom for radio subscriber unit maintenance. The county previously had a contract

with Motorola Solutions, which subcontracted with Baycom. Contracting directly with Baycom would reduce costs. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 4-0.

**Authorize three-year contract extension with Fidlar Technologies.** The Register of Deeds asked to extend its contract with Fidlar Technologies for three-years. Fidlar Technologies provides the software and support to record and maintain real estate and vital records. Vicki Schorse moved for approval, seconded by David Albrecht. Carried 4-0.

**Discuss budget impact of Technology Replacement Fund.** Patty Francour said there are currently 1,400 users on the network, with half of them using PC's. Information Systems takes the current computer inventory, then divides it by the life expectance of the computers to project replacement costs each year. For the past few years, the county has budgeted \$884,000 for annual computer replacement, but due to the accelerating pace of technological changes that amount is projected to fall short by 2022. After discussion, the committee advised Francour and Vicky Fitzgerald to prepare a plan to address the projected budget shortfall.

**Consider resolution allowing an extra week of vacation carryover from 2020 to 2021.**

Mike Collard said current county policy allows up to five vacation days to be carried over to the next calendar year. However, due to COVID-19, employees have not been able to use their scheduled vacation, and departments have requested that an extra five days be allowed to be carried over to 2021. This would be a one-time waiver to the current vacation policy. Joel Rasmussen moved for approval, seconded by David Albrecht. Carried 4-0.

**Report on Merit Pay Program.** Mike Collard discussed the Merit Pay Plan and provided a sample of the employee evaluation template, along with the average ratings for employees in each department. Collard said he would like to move the merit program cutoff date for newly hired employees from May 1 to July 1. He also said the number of job performance levels may be modified in future years to provide greater flexibility. Currently, there are four levels: stellar, exemplary, good and underperforming.

David Albrecht moved to approve Resolutions of Commendation to Thomas Davies and Lynette Hein, seconded by Vicki Schorse. Carried 4-0.

David Albrecht move to disallow the claim of Jilot Insurance Agency, Inc., on behalf of Craig Kisser, seconded by Stephanie Spellman. Carried 4-0.

The next scheduled Personnel & Finance Committee meeting is Aug. 6, 2020, at 8:00 a.m.

David Albrecht moved to adjourn at 10:02 a.m., seconded by Vicki Schorse. Carried 4-0.

Submitted by  
Joan Lowe