

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, October 1, 2020

TIME: 8:00 a.m.

PLACE: Conference Room 120
112 Otter Ave., Oshkosh

PRESENT: Joel Rasmussen
David Albrecht
Stephanie Spellman
Vicki Schorse
Steven Binder

ALSO PRESENT: Mark Harris, County Executive
Vicky Fitzgerald, Director of Finance
Mike Collard, Director of Human Resources
John Matz, Sheriff
Ray Palonen, Highway Commissioner
Sue Ertmer, County Clerk
Doug Petraszak, Assistant Finance Director
Chris Wilkum, Network Technician
Joel Luepke, Risk Manager
David Maccoux, CliftonLarsonAllen LLP

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

Public Comments

None

David Albrecht moved to approve the minutes of Sept. 3, 2020, seconded by Stephanie Spellman. Carried 5-0.

Budget Transfer – County Clerk, \$2,345. The transfer moves \$2,345 from the county’s contingency reserve account to the County Clerk's election account to install telephones and data equipment at the emergency election location. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

Budget Transfer – Finance capital projects, \$147,699. The transfer moves \$147,699 of unspent 2018 bond proceeds to the county’s debt service fund to reduce debt. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 5-0.

Budget Transfer – Highway Department, \$9,000. The Highway Department's capital outlay account includes \$9,000 in project cost savings. The surplus will be transferred within the same account to purchase of a five-yard plow dump truck from the Town of Black Wolf. Informational only.

Approve a five-year maintenance contract for the hardware and software for the Sheriff’s Office NG911 upgrade. The current 911 system will be upgraded to a digital system, allowing for voice, video and text messages to be used by the public to the 911 network. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 5-0.

Presentation of the 2019 Comprehensive Annual Financial Report. David Maccoux of CliftonLarsonAllen summarized the annual financial statements and answered questions. Maccoux reported no concerns about the county's accounting procedure and controls. He also said the general fund balance is strong and the county's financial statements are accurate.

Discussion of the Sept. 15, 2020, filing for the Routes to Recovery: Local Government Aid grant.

Vicky Fitzgerald said the Finance Department has submitted its second submission of county expenses for reimbursement through the federal CARES Act's Coronavirus Relief Fund. The funding is used to reimburse critical, but unbudgeted expenditures resulting from COVID-19. The Department of Administration processes the submissions and reimburses the eligible expenditures. The county submitted \$1,139,011 in expenditures during the second submission period, and \$1,133,271 was reimbursed.

Discussion of County Executive salary for upcoming term. The salary for the County Executive must be approved by Dec. 1. Mike Collard will bring a resolution to next month's meeting but asked the committee for direction. The committee said it would first like to review the salaries paid to county executives and administrators in surrounding counties, as well as the salaries of Winnebago County department heads and leaders of larger non-profit organizations operating in the area.

Introduction of Risk Manager, Joel Luepke. Joel Luepke was hired as Risk Manager, a new position on the Human Resources 2020 table of organization. Luepke has a background in Human Resources and safety, while working in private sector industrial facilities. He will lead the development of county safety procedures, and will process workers' compensation and property and liability claims.

David Albrecht moved to approve Resolutions of Commendation to Barbara Sheldon, Patti Strasser and Pamela Weber, seconded by Stephanie Spellman. Carried 5-0.

Stephanie Spellman move to disallow the claim of WE Energies, seconded by David Albrecht. Carried 5-0.

The next scheduled Personnel & Finance Committee meeting is Nov. 5, 2020, at 8:00 a.m.

David Albrecht moved to adjourn at 9:31 a.m., seconded by Stephanie Spellman. Carried 5-0.

Submitted by
Joan Lowe