

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, March 5, 2009
TIME: 8:00 a.m.
PLACE: Personnel Conference Room
PRESENT: David Albrecht
Jeanette Diakoff
Cluad Thompson
Stan Kline
Bill Roh

ALSO PRESENT: Karon Kraft, Director of Human Resources
Chuck Orenstein, Finance Director
Diane Fremgen, Clerk of Courts
Rob Way, Parks Director/Expo Site Manager
Gail Pierson, Director Family Court Services
Ellen Shute, Administrative Services Div. Manager
Doug Gieryn, Director of Public Health
Patti Francour, Director Information Systems
Margie Rankin, Administrator Park View Health Center
Bill Demler, Highway Maintenance Supt
Peter Moll, Airport Director
Doug Petraszak, Assistant Finance Director
Teri Bolssen, General Accounting Supervisor

1. Stan Kline called the meeting to order at 8 a.m.
2. David Albrecht moved to approve the minutes of the Feb. 5, 2009 meeting, seconded by Claud Thompson. Carried 5-0.
3. Budget Transfer – Airport, \$50,000. Wittman Regional Airport's new tenant, Wealth Educators for Aviators, will be taking over space that was occupied by the airport director and his staff. A portion of the airport terminal will be converted to new office space for the airport director and staff. David Albrecht moved for approval, seconded by Claud Thompson. Carried 5-0.
4. Budget Transfer – Airport, \$750,000. Peter Moll asked to purchase a new 1500-gallon Airport Rescue and Fire Fighting (ARFF) vehicle to replace the current vehicle that is 22 years old. The equipment will be paid from the 2009 bond issue. David Albrecht moved for approval, seconded by Claud Thompson. Carried 4-1. Bill Roh voted against.
5. Budget Transfer – Capital Reconstruction Project, \$3,855,756. The transfer covers the reconstruction costs of State Highway 76 to County Road A. Construction begins in April and will be completed in September. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
6. Budget Transfer – Clerk of Courts, \$315,526. The transfer covers the 2008 budget overruns due to an increase in the cost of office supplies and legal services and to a decrease in revenue. Funding from the general fund will be used to offset the overages. Jeanette Diakoff moved for approval, seconded by Bill Roh. Carried 5-0.
7. Budget Transfer – Expo Center Doors Capital Project Fund. The transfer covers the replacement of 52 steel doors at the Expo Center with aluminum doors. The transfer was originally for \$150,000 but was changed to \$155,000 because the bids came in higher than anticipated. Bill Roh moved for approval, seconded by Jeanette Diakoff. Carried 5-0.

8. Budget Transfer – Family Court Counseling, \$5,000. Family Court Counseling will conduct a program called Partners in Parenting which in past years was overseen by Child Support. The transfer allows for monitoring of expenditures and revenues. David Albrecht moved for approval, seconded by Claud Thompson. Carried 5-0.
9. Budget Transfer – Human Services, \$3,000. The budget transfer records the transfer of a 1999 Oldsmobile, with a book value of \$3,000, from the Highway Department to the Human Services Department. It replaces a 1993 Crown Victoria. David Albrecht moved for approval, seconded by Bill Roh. Carried. 5-0.
10. Budget Transfer – Human Services, \$22,500. The transfer applies \$22,500 budgeted for home care to cover 2008 overruns in automobile allowance. There is no fiscal impact to the department budget. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 5-0.
11. Budget Transfer – Miscellaneous Unclassified and General Services Fund. The transfer covers 2008 budget overages due to property tax refunds of \$47,000 and \$71,000 for postage and equipment rental. Claud Thompson moved for approval, seconded by David Albrecht. Carried 5-0.
12. Budget Transfer – Park View Health Center Capital Project Fund, \$102,340. The transfer authorizes the use of funds from the unallocated earnings in the Park View Capital Project Fund to purchase refinements that will enhance the operations of the facility. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
13. Budget Transfer – Public Health, \$2,800. Doug Gieryn requested acceptance of grant funding for the purpose of attending meetings on public health initiatives. Bill Roh moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
14. Budget Transfer – Public Health, \$7,480. Doug Gieryn requested acceptance of a grant of \$7,480 from the Fox Valley Public Health Preparedness Consortium to fund the department's preparedness activities. Claud Thompson moved for approval, seconded by Bill Roh. Carried 5-0.
15. Budget Transfer – Technology Replacement Fund, \$38,660. The Park View Health Center and the Information Systems committees met jointly to approve funding for an upgrade to the current county phone system. The upgrade will provide voice activation to transfer calls and give callers more options. The system upgrade will affect all county offices, so funding will come from the contingency fund. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 4-1. Bill Roh voted against.
16. Budget Transfer – Various Departments Type II Carryovers. Type II budget carryovers are requested when departments seek to use unspent budget dollars in a succeeding year. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
17. Budget Transfer -Various Departments. This transfer came before the committee last month but was withdrawn before it went before the county board because there were a few adjustments to the transfer, which covers wage and benefit cost overruns for 2008. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
18. Resolution: Authorize starting the process of replacing the financial accounting software package. Withdrawn by Chuck Orenstein.
19. Winnebago County Register of Deeds internal audit. Teri Bolssen, General Accounting Supervisor, presented a report of the internal audit that was performed in the Register of Deeds. Any procedural problems or discrepancies have since been corrected. David Albrecht moved to accept the audit report, seconded by Jeanette Diakoff. Carried 5-0.
20. Report on property and liability insurance. Doug Petraszak, Assistant Finance Director, reported on the property and liability insurance program for 2008. The report listed the various insurance policies, coverage levels, the annual premium rates, and the value of claims paid in 2008 by the county and third party services.
21. Investment Update. Chuck Orenstein is working with the financial institutions to get collateral insurance agreements in place. With current investment rates being about 1.85 percent, earnings will fall short of levels budgeted for this year.

22. Board input on department head reviews. Withdrawn by Stan Kline.
23. David Albrecht moved to approve the Resolution for Commendation for Jean Palma, seconded by Bill Roh Thompson. Carried 5-0.
24. Report from the Director of Human Resources. Karon Kraft said she received a letter signed by all the judicial assistants and endorsed by all circuit court judges seeking a reclassification and pay increase for all judicial assistants. Kraft will get comparable wage and benefit data from surrounding counties and submit her findings at next month's meeting.
25. The next scheduled meeting of the Personnel & Finance Committee is Thursday, April 2, 2009 at 8 a.m.
26. Jeanette Diakoff moved to convene into Close Session pursuant to exemption provided in section 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically the discussion of collective bargaining strategies at 9:50 a.m. Motion seconded by Claud Thompson. Roll call vote: Albrecht, aye; Diakoff, aye; Thompson, aye; Roh, aye; Kline, aye. Motion carried 5-0.
27. At 10:50 a.m. David Albrecht made a motion to reconvene to open session, seconded by Jeanette Diakoff. Roll Call vote: Albrecht, aye; Diakoff, aye; Thompson, aye; Roh, aye; Kline, aye. Motion carried 5-0.
28. Jeanette Diakoff moved to adjourn the meeting at 10:50 a.m., seconded by Claud Thompson. Carried 5-0.

Submitted by,
Joan Lowe