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RESOLUTION: Amend the Table of Organization for the Winnebago County Finance Department to Add a Budget Manager and Accountant Position and to Eliminate an Accounting Supervisor Position and Approve a Transfer of \$52,101 from the Contingency Reserve Accounts to the Finance Department Labor and Other Operating Expense Accounts to Cover the Table of Organization Changes

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, workloads in the Finance Department have been growing for some time, and are expected to continue to grow, due to high priority projects including: managing new federal revenue sources such as American Rescue Plan grants; updating finance policies and procedures as well as the County Code; increased need for training of and coordination with employees who handle financial matters in other departments; and needed improvements to the payables approval workflow; and

WHEREAS, a change in the table of organization will accommodate a reorganization of functions within the Finance Department so as to allow clearer areas of focus on operations (led by the Assistant Finance Director with assistance from a new Accountant position) and budget, policy, and capital planning (led by the new Budget Manager position), which will provide better service; and

WHEREAS, making these position changes will require budget transfers totaling \$52,101, consisting of \$47,101 in labor expenses and \$5,000 in other expenses, as detailed below, to cover the remainder of calendar year 2021, with amounts for the following years to be included in the county budget

NOW, THEREFORE, BE IT RESOLVED, by the Winnebago County Board of Supervisors, that the Table of Organization for the Winnebago County Finance department is amended by adding one full-time Budget Manager position and one full-time Accountant position, and by eliminating one full-time Accounting Supervisor position; and

BE IT FURTHER RESOLVED, by the Winnebago County Board of Supervisors, that it hereby approves a transfer of \$52,101 from the Contingency Reserve Accounts to the Finance department labor and other operating expense accounts to cover the Table of Organization changes.

Fiscal Impact: This transfer will decrease the Salary Contingency account by \$47,101, and the Contingency Reserve account by \$5,000. The current balance in these accounts before the transfer are \$455,000 and \$293,500 respectively.

Respectfully submitted by:
PERSONNEL & FINANCE COMMITTEE

Committee Vote: **5-0**
Vote Required for Passage: **Two-Thirds of Membership.**

Approved by the Winnebago County Executive this ____ day of _____, 2021.

Jonathan Doemel
Winnebago County Executive