

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 5, 2011
TIME: 8:00 a.m.
PLACE: Personnel Conference Room
PRESENT: Stan Kline
Jeanette Diakoff
Claud Thompson
David Albrecht
Bill Roh

ALSO PRESENT: Chuck Orenstein, Finance Director
Karon Kraft, Human Resources Director
Mark Harris, County Executive
Mary Krueger, County Treasurer
John Matz, Sheriff
Barb Spanbauer, Accountant/Sheriff's Office
Mark Habeck, Jail Division Captain
Margie Rankin, Administrator/PVHC
Rob Way, Parks Director/Expo Site Mgr.
Mike Elder, Dir of Facilities & Prop. Mgmt

1. Stan Kline called the meeting to order at 8:00 a.m.
2. David Albrecht moved to approve the minutes of the April 7, 2011 meeting, seconded by Bill Roh. Carried 5-0.
3. **Budget Transfer-Parks Department, \$5,000.** Acceptance of a donation from the Green Lake Greenways to go toward the surfacing of the Mascoutin Valley State Trail. Winnebago County would also contribute \$5,000 to the project. David Albrecht moved for approval, seconded by Claud Thompson. Carried 5-0.
4. **Budget Transfer-Park View Health Center, \$4,815.** Margie Rankin requested a grant of \$4,815 be accepted from the Ladies Benevolent Society for the purchase of four low-profile beds. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
5. **Budget Transfer-Sheriff's Office, \$7,300.** The transfer moves money out of the jail assessment fund to purchase a food tray conveyor in the jail kitchen. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
6. **Budget Transfer-Sheriff's Office, \$2,500.** John Matz requested acceptance of a grant from Re:Think for the purchase of six breathalyzers for the 24/7 program. Bill Roh moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
7. **Budget Transfer-Expo HVAC Replacement Capital Project, \$12,711.** The \$12,711 Focus on Energy Grant will help offset costs for rooftop air-conditioning units at the Expo Center. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.

8. **Approval to fill the vacant position of Systems Analyst in the Information Systems Department.** The committee tabled action until Patti Francour could be in attendance.
9. **Resolution: Implement the County pick-up of the employee retirement contributions, pursuant to IRC Sect 414(h)(2).** This resolution would allow Winnebago County employees to pay their portion of the contributions to the Wisconsin Retirement System pre-taxed. A potential problem if pre-taxed contributions are mixed with post-tax contributions led the committee to table action until the IRS or WRS issues a ruling.
10. **Resolution: Adopt 2011 Winnebago County Handbook of Employment Policies Covering Appointed Non-Represented Employees.** David Albrecht proposed changes to the handbook, which included re-implementing the step increases that were discontinued 5 years ago. Step increases at level A, B and C would be awarded each 18 months; with half-step wage increases following each 18 months until the maximum wage level was reached. This change would help eliminate the wage compression between the non-represented and represented employees. Mark Harris said if changes occur, they should be part of the non-represented pay plan. The committee tabled action until next month to allow time for committee members to review the changes that were proposed.
11. **Resolution: Adopt 2011 Winnebago County Handbook of Employment Policies Covering Represented Employees.** The committee tabled action to allow further review of policy changes regarding computer usage.
12. **Sale of County-owned property to the Town of Clayton.** Mary Krueger asked for approval to sell two outlots in Hidden Park to the Town of Clayton. The county is required to offer the parcels to a unit of government before offering them to private parties. Bill Roh moved for approval, seconded by David Albrecht. Carried 5-0.
13. **Review County Investment Policy and Approve Changes.** Chuck Orenstein presented a proposed update to the county investment policy. The changes would allow securities to be purchased with five-year maturity dates rather than three-year maturity dates. Current policy also states that all safekeeping receipts are to be kept with the County Treasurer. Since investments are documented differently now than when the policy was last amended, the proposed changes include all information would now be retained by the Finance Department. David Albrecht moved to approve the changes, seconded by Jeanette Diakoff. Carried 5-0.
14. Bill Roh moved to approve the Resolution for Commendation for Linda Block, seconded by David Albrecht. Carried 5-0.
15. Bill Roh moved to approve the Resolution for Commendation for Barb Robertson, seconded by David Albrecht. Carried 5-0.
16. Bill Roh moved to disallow the claim of American Family Insurance for Linda Cotton, seconded by David Albrecht. Carried 5-0.
17. The claim of Abby Mosby was settled.
18. David Albrecht moved to disallow the claim of Extreme Clean Automobile Detailing, seconded by Bill Roh. Carried 5-0.
19. David Albrecht moved to disallow the claim of Mary Jo Grossman, seconded by Bill Roh. Carried 5-0.

20. The next scheduled meeting of the Personnel & Finance Committee is Thursday, June 2, 2011 at 8 a.m.
21. Jeanette Diakoff moved to adjourn the meeting at 9:35 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by,
Joan Lowe