

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, October 6, 2011

TIME: 8:00 a.m.

PLACE: Personnel Conference Room

PRESENT: Stan Kline
Jeanette Diakoff
Claud Thompson (left at 9:15)
David Albrecht
Bill Roh

ALSO PRESENT: Chuck Orenstein, Finance Director
Karon Kraft, Human Resources Director
Mark Harris, County Executive
Patti Francour, Director of Information Systems
Mike Elder, Dir of Facilities & Prop. Mgmt
Sue Ertmer, County Clerk
John Haese, Highway Commissioner
John Matz, Sheriff
David Mack, Lieutenant at the Sheriff's Office
Doug Gieryn, Director of Public Health
Margie Rankin, Administrator Park View Hlth Center

1. Stan Kline called the meeting to order at 8:00 a.m.
2. David Albrecht moved to approve the minutes of the September 1, 2011, meeting, seconded by Claud Thompson. Carried 5-0.
3. Bill Roh moved to approve the minutes of the September 20, 2011, meeting, seconded by David Albrecht. Carried 5-0.
4. **Budget Transfer-County Clerk, \$440.** The transfer covers unanticipated costs for training. Bill Roh moved for approval, seconded by David Albrecht. Carried 5-0.
5. **Budget Transfer-Highway Department, \$10,000.** John Haese requested a transfer of \$10,000 of unused funds from the County Road FF project to cover over-budgeted costs of the CTH F resurfacing project. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.
6. **Budget Transfer-Sheriff's Office, \$16,131.** Sheriff John Matz requested acceptance of a Homeland Security Alert Equipment Grant from the Office of Justice Assistance to purchase ballistic shields, gas mask filters and a BearCat Ram. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
7. **Budget Transfer-Veterans, \$1,000.** The transfer accepts an Oshkosh Noon Rotary Club donation to purchase a couch for the group counseling room. David Albrecht moved for approval, seconded by Jeanette Diakoff. Carried 5-0.
8. **Resolution: Consolidate Health Departments for the County of Winnebago, City of Oshkosh and City of Neenah and form a combined health department.** The resolution approves the

consolidation of the three health departments into one county Health Department effective January 1, 2012. Doug Gieryn said no layoffs will occur as a direct result of the merger. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.

9. **Discussion and action regarding the KRONOS timekeeping/payroll system and data recovery efforts.** The timekeeping system used by Park View Health Center and the Sheriff's Office needs to be upgraded due to a hardware failure. Patty Francour presented four options for addressing the problem and recommended upgrading the existing 500 user-license for the sheriff and Park View offices. Francour said the biometrics systems are extremely finicky and the option of going to an advanced scheduling system would not work due to the short shifts some employees work. Karon Kraft said going to a countywide biometrics system which could be beneficial to the county for record keeping and timecard processing. The committee will review final cost figures before taking action at next months meeting.
10. **Discussion of Resolution No. 24-596 Establish Policy Regarding Temporary Clerical/Secretarial positions.** Karon Kraft told the committee that the current policy states that all temporary clerical positions workers can not work more than 590 hours in a 12-month period. The cap on hours was intended to restrict the number of temporary employees qualified to enroll in Wisconsin Retirement. Since the state has increased the number of hours to 1,200 per year. A new resolution will allow temporary workers to work for longer periods of time. Kraft will draft the resolution and present it for approval at next month's meeting.
11. **Discussion and action regarding Winnebago County employee's holding more than one job at the same time.** Current county policy allows an employee to hold one position at a time; however, problems have occurred when bailiffs also perform work as reserve officers. Both positions are part-time, but bailiffs are paid a per-diem, while reserve officers are paid hourly. The current PeopleSoft payroll system can not handle different rates of pay to one employee. The committee recommends employees to hold only one position at a time until the payroll system is able to recognize the multiple pay levels of employees holding more than one county position.
12. David Albrecht moved to approve the Resolution for Commendations for Anna Malek and Fred Umland, seconded by Bill Roh. Carried 4-0.
13. The next scheduled meeting of the Personnel & Finance Committee is Friday, November 4, 2011 at 8 a.m.
14. Bill Roh moved to adjourn the meeting at 9:21 a.m., seconded by David Albrecht. Carried 4-0.

Submitted by,
Joan Lowe