

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, January 8, 2015

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Bill Roh
Claud Thompson
Joel Rasmussen
Harold Singstock

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
John Matz, Sheriff
Mark Habeck, Captain-Comm/Dispatch Center
Mike Elder, Director of Facilities and Property Mgmt.
Patty Francour, Director of Information Systems
Peg Raugh, Human Resources Manager
Morgan Hinkley, Administrator-Park View Health Center
Melissa Konrad, Clerk of Courts
Hon. Karen Seifert, Branch IV
Mike Norton, County Board Supervisor
Larry and Debra Last

David Albrecht called the meeting to order at 8:00 a.m.

Public Comments

None

The minutes of the Dec. 4, 2014, meeting will be approved at the Feb. 5, 2015, meeting.

Budget Transfer – Facilities and Property Management, \$52,000. In June 2014 the committee approved a \$198,000 transfer to repair the joint seams at the Sheriff's Office. However, the lowest bid came in \$52,000 over that amount. Chuck Orenstein said the new transfer should come from the contingency fund, not the undesignated fund balance. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.

Budget Transfer – Facilities & Property Management, \$209,000. The transfer covers the cost to add an additional 30 visitor parking spaces at Park View Health Center. Visitors parking needs have surpassed preconstruction expectations. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – 911 Phone System Replacement, \$204,000. The current 911 telephone system is nearing the end of its life cycle. Its replacement is part of the county's Capital Improvement Plan. The Judiciary/Public Safety and Information Systems Committees will meet prior to the County Board meeting to address the transfer. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

Resolution: Reauthorization of the Winnebago County Self-funded Workers' Compensation Insurance Program. Winnebago County maintains supplemental insurance coverage for its self-insured Workers' Compensation Insurance Program, protecting it from unexpected financial losses. The county can

lock in rates for two years with its current supplemental insurance carrier, Safety National Insurance Company. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Discussion on cash audits of various county departments. The Finance Department did conduct internal audits on county departments handling cash transactions in recent years. Chuck Orenstein recommended those resume to ensure internal controls are in place. Orenstein noted that \$10,000 was budgeted to contract with an auditing firm. Bill Roh and David Albrecht said they support having internal audits.

Update on pay for performance and compensation study. Mike Collard distributed copies of an outline for a compensation study plan. The first step is to form an advisory board comprised of department heads to help design performance pay rules and evaluation forms. The group will meet every two weeks until the tasks are complete. The first group meeting will be held before February's P & F Committee. Harold Singstock told Collard deadlines need to be in place, so the compensation study is completed in time to meet the county's obligations to its employees. Singstock asked that the Personnel and Finance Committee members be notified of all committee meeting dates.

Joel Rasmussen moved to approve the Resolution for Commendation for Melody Piper, Mary Jo Turner and Deborah Walters, seconded by Bill Roh. Carried 5-0.

Joel Rasmussen moved to disallow the claim of: Teresa Miller, seconded by Bill Roh. Carried 5-0.

The next meeting of the Personnel & Finance Committee will be Thursday, February 5, 2015, at 8 a.m.

David Albrecht moved to adjourn the meeting at 8:45 a.m., seconded by Bill Roh. Carried 5-0.

Submitted by
Joan Lowe