

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, February 7, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Claud Thompson
David Albrecht
Pat Brennand

EXCUSED: Bill Roh

ALSO PRESENT: Karon Kraft, Human Resources Director
Mark Harris, County Executive
Chuck Orenstein, Finance Director
Melissa Konrad, Clerk of Courts
Ernie Winters, Highway Commissioner
Morgan Hinkley, Administrator Park View Health Center
Patty Francour, Director of Information Systems
Laura Todd, Technical Support Supervisor
Gina Eiden, Telecommunications Coordinator
Peter Moll, Airport Director
John Matz, Sheriff
Mark Habeck, Jail Division Captain
Cherilyn Eischen, Captain Comm/Dispatch Center
Mary Scoon, AFSCME Staff Representative

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Pat Brennand moved to approve the minutes of the January 3, 2013, meeting, seconded by David Albrecht. Carried 3-0.
3. **Budget Transfer – Airport, \$163,000.** The transfer applies \$163,000 budgeted in land rentals to cover 2012 overruns in operating expenses. Pat Brennand moved for approval, seconded by Claud Thompson. Carried 3-0.
4. **Budget Transfer – Airport, \$710,000.** The transfer purchases a new runway snow blower, replacing the current 23-year old blower. The funding will be taken from the airport's undesignated fund balance. David Albrecht moved for approval, seconded by Pat Brennand. Carried 3-0.
5. **Budget Transfer – Finance Department, \$2,500.** The transfer increases the Finance Department budget in order to send one person to the Tyler Munis national convention. Pat Brennand moved for approval, seconded by David Albrecht. Carried 3-0.
6. **Budget Transfer – Highway Department, \$199,628.** The transfer carries over unused bridge and culvert aide from 2011 to 2012. This carryover was not recorded in 2012. Pat Brennand moved for approval, seconded by Claud Thompson. Carried 3-0.
7. **Budget Transfer – Highway Department, \$895,000.** The transfer covers a shortfall in expenses and revenues on capital projects for the 2012 highway fund. Pat Brennand moved for approval, seconded by Claud Thompson. Carried 2-0-1. David Albrecht abstained.
8. **Budget Transfer – Highway Department, \$1,600,000.** The transfer covers the reconstruction of CTH M from STH 44 to the south county line. The project will be done in conjunction with Fond du Lac

County CTH M reconstruction project. Pat Brennand moved for approval, seconded by Claud Thompson. Carried 3-0.

9. **Budget Transfer – Information Systems, \$93,450.** The transfer of \$93,450 will cover the cost of upgrading the current modular messaging system to a unified messaging system, allowing employees to access voice messages faster and forward or store them like email. Pat Brennand moved for approval, seconded by David Albrecht. Carried 3-0.
10. **Budget Transfer – Sheriff's Office, \$5,000.** Sheriff John Matz requested acceptance of a Homeland Security Alert Equipment Grant from the Office of Justice Assistance to purchase a video camera providing a live feed for use in standoff situations. Pat Brennand moved for approval, seconded by David Albrecht. Carried 3-0.
11. **Approval of the handbook covering employees of the Communications Center and discussion on status of employee handbooks.** Sheriff John Matz said that due to the impact of Act 10, the current handbook needs to be updated. David Albrecht said one handbook should be applied to all employees. Karon Kraft said operational requirements for a 24/7 operation dictates the need for guidelines on how employees are going to be treated, although wages remain open for negotiations and are not part of the handbook. Pat Brennand said he wants to review all the staff handbooks for inconsistencies among them. Committee members voiced concerns that employees had little or no input in preparing the handbooks. Claud Thompson said he favors standardization amount the union handbooks. David Albrecht made a motion to delay action until next month's meeting, seconded by Pat Brennand. Carried. 3-0.
12. **Approval of updated Winnebago County Investment Policy.** Chuck Orenstein asked the committee to approve changes to the current investment policy, making it consistent with the types of securities being purchased. Pat Brennand moved for approval, seconded by David Albrecht. Carried 3-0.
13. **Budgetary control with our accounting software-Tyler Munis.** Chuck Orenstein told the committee that the Munis accounts payable software won't process invoices if they exceed the budgeted sum in a category, meaning budget overrides are necessary to avoid late payments and finance charges. The consensus by the committee was that the Finance Department continues overriding payments as needed and inform the county executive of the departments that exceed their budgets.
14. **Investments strategy to maximize earnings and minimize risk-shift in strategy.** Chuck Orenstein informed the committee that as a result of the low Certificate of Deposit interest rates he is investing in "step-up" investments. These investments can be recalled by the issuing agencies before maturity but offer higher interest returns than CD's.
15. **Discussion on retirement recognition.** When employees retire with 20 or more years of service, they each receive a clock and a commendation by the county board referencing the last department in which the employee worked. The committee consensus was that the clock should reference the last department where the employee worked, while the commendation should cite the number of years the employee worked for the county.
16. Claud Thompson moved to disallow the claims of Sladjana Daniels, Kreilkamp Trucking Inc., David R. Schmidt, and James M. Zima, seconded by Pat Brennand. Carried 3-0.
17. The next scheduled meeting of the Personnel & Finance Committee is Thursday, March 7, 2013 at 8 a.m.
18. Pat Brennand moved to adjourn the meeting at 9:20 a.m., seconded by David Albrecht. Carried 3-0.

Submitted by,
Joan Lowe