

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 1, 2014

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

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

ALSO PRESENT: Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
John Matz, Sheriff
Ernie Winters, Highway Commissioner
Tom Davies, Land and Water Conservation Director
Jerry Bougie, Planning, Zoning & GIS Director
Sue Ertmer, County Clerk
Doug Gieryn, Director of Public Health
Kara Homan, Principal Planner at City of Menasha
Mary Salzer, Program Supervisor Human Services

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

Bill Roh moved to approve the minutes of the April 3, 2014, meeting, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – County Clerk, \$2,200. The transfer covers the cost of temporary help while an employee is on medical leave. The \$2,200 will be paid from the county's salary contingency fund. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.

Budget Transfer – General Services, \$9,000. The transfer covers the cost of temporary help while an employee is on medical leave. The funding will be paid from the county's salary contingency fund. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.

Budget Transfer – Highway Department, \$55,000. The transfer covers the cost of updating the CTH G bridge project design. The Department of Transportation requires designs to include "complete streets," allowing for pedestrians and bicycle traffic. Funding for the unexpected design requirements will come from unspent funds budgeted for the CTH M project. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – Highway Department, \$210,000. The transfer covers the county's cost for improvements to the intersection of CTH CB and CTH BB. This is a joint project with Outagamie County since the intersection adjoins the two counties. The project is part of the county's five-year capital improvement plan. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.

Budget Transfer – Land and Water Conservation Department, \$58,275. Tom Davies requested acceptance of a Wisconsin Department of Natural Resources cost-sharing grant to identify issues associated with a Notice of Intent/Notice of Discharge action on a farm in Winnebago County. The grant would allow the landowner to receive funds to repair any property caused by the discharge of pollutants. The grant is budget neutral. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

Budget Transfer – Planning Department, \$500,000. This is a pass-through grant from the State of Wisconsin Community Development Block Grant to the Boys and Girls Club of Menasha. The City of

Menasha could not apply for the grant since it had filed the maximum number of applications allowable under the program for the year. Winnebago County would file the application and forward the funds to the Boys and Girls Club. Bill Roh moved for approval, seconded by David Albrecht. Carried 5-0.

Budget Transfer – UW Extension, \$90. UW-Extension exceeded its travel budget and wants to use unspent funds in other operating accounts to cover the overage. David Albrecht moved for approval, seconded by Bill Roh. Carried 5-0.

Resolution: Prepay the Series 2007A general obligation promissory notes having a balance of \$1,315,000. The resolution transfers undesignated general funds to the debt service fund, retiring the promissory notes. Bill Roh moved for approval, seconded by Claud Thompson. Carried 5-0.

Resolution: Transfer \$2,005,000 to the debt service fund to call and prepay the Series 2008A note issue on the call date of April 1, 2015. The resolution allows for the transfer of \$2,005,000 from the general fund undesignated fund balance to the debt service fund to call the series 2008A notes on the call date of April 1, 2015. Joel Rasmussen moved for approval, seconded by Bill Roh. Carried 5-0.

Approve proposed amendment of Human Resources Policy 3.03. Mike Collard asked that Human Resources Policy 3.03, which defines employee types, be amended to include a new employee category, Regular Project Employee. This category would include employees that were hired to fill a vacancy or hired for a specific project expected to last between six months and two years. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 5-0. The amendment will move forward to the county board for approval.

Approve proposed amendment of Human Resources Policy 20.02. Mike Collard asked that Human Resources Policy 20.02, which defines immediate family members for eligible use of sick and funeral leave be expanded to include registered domestic partners, and the children and parents of registered domestic partners. A petition was signed by 114 Human Services employees who support the change. David Albrecht made a motion to bring the amendment to the county board floor, seconded by Joel Rasmussen. After further discussion David Albrecht moved to amend the motion and asked to defer action until the July committee meeting, seconded by Joel Rasmussen. Carried 4-1. Thompson voted against deferring action.

David Albrecht moved to approve a Resolution for Commendation for Patricia M. Owen, seconded by Bill Roh. Carried 5-0.

Sheriff John Matz asked that the claim of Anne Hallman be approved for payment. The injuries to Hallman's dog were the result of Sheriff K9 being untethered. The K9 ran into Hallman's yard and bit her dog on the hindquarters. David Albrecht moved for approval to pay the claim, seconded by Bill Roh. Carried 5-0.

Bill Roh moved to disallow the claim of: AFMI Subrogation Department on behalf of American Family for Dennis A. Hase, seconded by Joel Rasmussen. Carried 5-0.

David Albrecht moved to disallow the claim of: Kreilkamp Trucking, Inc., seconded by Bill Roh. Carried 5-0.

David Albrecht moved to disallow the claim of: Dorothy Miller, seconded by Bill Roh. Carried 5-0.

The next meeting of the Personnel & Finance Committee will be Thursday, June 5, 2014, at 8 a.m.

David Albrecht moved to adjourn the meeting at 9:45 a.m., seconded by Joel Rasmussen. Carried 5-0.

Submitted by
Joan Lowe