

**SPECIAL ORDERS SESSION
COUNTY BOARD MEETING
TUESDAY, MAY 6, 2008**

Chairman David Albrecht called the meeting to order at 6:00 p.m. in the County Board Room, Fourth Floor, Courthouse, 415 Jackson Street, Oshkosh, Wisconsin.

The meeting was opened with the Pledge of Allegiance and an invocation by Supervisor Lennon.

The following Supervisors were present: Konezke, Barker, Griesbach, Eisen, Ramos, Roh, Koziczowski, Smith, Hamblin, Albrecht, Gabert, Riste, Thompson, Lennon, Gilchrist, Hall, Wingren, Jacobson, Norton, Warnke, Robl, Wright, Schmuhl, Kline, Locke, Nelson, Finch, Sievert, Farrey, Diakoff, Brennand, Egan, Ellis, Rengstorf and Reinert.

Excused: Widener

Motion by Supervisor Robl and seconded to approve the amended agenda for this evening's meeting.

CARRIED BY VOICE VOTE.

COMMUNICATIONS

Notice of Claim from Brenton Teeling of Menn Law Firm representing Mister Money USA for reimbursement of costs associated with confiscation of items from Mister Money USA by the Winnebago County Sheriff's Office was referred to the Personnel & Finance Committee.

PUBLIC HEARING

No one addressed the Board.

COMMITTEE REPORTS

Supervisor Lennon reported that the Aviation Committee will be meeting on May 7. One of the items on their agenda is the Oshkosh Youth Baseball complex project.

Supervisor Kline stated that the next Legislative Committee meeting will be held on Monday, June 23 @ 8:30 a.m.

Supervisor Eisen reported on his attendance at the WCA's East Central District meeting in Green Bay and the report given by Mark O'Connell, WCA's Executive Director, on the Wisconsin Way Project.

Supervisor Brennand explained the online resources that are available to members of the WCA. County board supervisors can subscribe to online services of The Wheeler Report and WisPolitics.Com at no charge. Supervisor Brennand is leaving a supply of registration cards with the County Clerk for those supervisors that are interested in these resources.

CHAIRMAN'S REPORT

Chairman Albrecht reminded the Supervisors about the County Board Tour on Monday, May 19. Anyone going on the tour should register with the County Clerk's Office. The bus will leave the courthouse parking lot at 8:30 a.m.

COUNTY HIGHWAY "G" PROJECT – JOHN HAESE, WINNEBAGO COUNTY HIGHWAY COMMISSIONER

John Haese, Winnebago County Highway Commissioner, stated that this project affects that portion of County Highway G between U.S. Highway 45 and County Highway M and is approximately 1 mile in length.

Mr. Haese explained that other than crack sealing and two chip seal treatments, this portion of the highway hasn't been resurfaced since 1967. Currently, the surface has significant wheel rutting and cracking and is in need of repair.

The proposed project includes milling off the existing pavement and replacing it with four inches of hot mixed asphalt. The estimated cost for the project is \$190,000. Mr. Haese explained that both the Highway Committee and the Personnel & Finance Committee have approved the budget transfers for this project. The resolution for County Board approval of this project will be on the Board's May 20 meeting agenda.

Mr. Haese then took questions from the Board.

VETERANS' SERVICES DEPARTMENT UPDATE – ROBERT STONE, VETERANS' SERVICES DIRECTOR

Robert Stone, Veterans Services Director, updated the Board on his department's operations and activities and explained how he and his staff of 3.5 benefit specialists serve the county's 14,500+ veterans. Mr. Stone explained that his department assists veterans in their dealings with the federal and state veterans' administrations to be sure they

receive the benefits that they are entitled to.

Mr. Stone distributed a report to the Board that detailed the activities of the Veterans' Services Department over the last few months. Mr. Stone explained that these reports are generated from their Veterans' Information Management System computer program. These reports show a variety of statistics that include the number of clients that visited their offices, how many telephone contacts were made, the number of e-mails sent and received, how many veterans were transported, the number of forms and records created, etc.

Mr. Stone explained that their application for a \$13,000 grant from the Wisconsin Department of Veterans Affairs has been recommended for approval. Mr. Stone stated that this grant money would be used to enhance services to county veterans.

Mr. Stone also reported that he was proud to attend the welcome home/de-mobilization of the 1157th Transportation Unit in the Wisconsin Dells. He was able to share a lot of veterans' information with them and invited them to visit their offices.

Mr. Stone explained the annual financial benefits that the veterans in Winnebago County receive from both the federal and state veterans affairs departments. Those benefits include:

- Federal Benefits:
 - Compensation and Non-service connected pension \$13,700,000
 - Education and Vocational Rehabilitation 1,086,000
 - Medical care provided 9,405,000
- State Benefits:
 - Personal loans 67,852
 - Home loans 2,055,241
 - Home improvement loans 71,891
 - Grants 200,560

Mr. Stone then took questions from the Board.

COUNTY BOARD ORGANIZATION, ROLES AND RESPONSIBILITIES
CHRISTINE KNIEP AND CATHERINE NEISWENDER, UNIVERSITY OF WISCONSIN EXTENSION OFFICE

Christine Kniep and Catherine Neiswender explained that the mission of the University of Wisconsin Extension Office is to, "provide Winnebago County residents with access to university resources and opportunities to engage in life-long learning where they live and work." Ms. Kniep stated that because of the large change in the makeup of the Winnebago County Board after the April election, they felt this was an appropriate time to share their resources and information with the Board about county government and their roles and responsibilities as county supervisors.

Ms. Neiswender gave a PowerPoint presentation that described the structure and history of county government in Wisconsin. Some of the topics included in Ms. Neiswender's presentation were self-organized counties and administrative home rule. Ms. Neiswender explained that both of these changes allowed counties more flexibility. In 1970, counties could pass ordinances establishing themselves as, "'self-organized' for the purpose of setting board offices and compensation, establishing staggered supervisory terms, and filling vacancies in supervisory districts."

In 1985, counties were "granted 'administrative home rule', which allows them to organize their administrative departments, or consolidate them as they see fit." Under administrative home rule, counties are also able to "expand as a regional government in areas such as recycling, water quality management, transportation planning, and zoning review" when a municipality or group of municipalities enters into a voluntary agreement with the county to do these things on their behalf.

Ms. Neiswender also discussed:

- The three forms of county government—county executive, county administrator and county administrative coordinator.
- The roles of the various positions in county government
 - County Executive – appoints department heads with county board confirmation; appoints members to commissions and boards; submits budget to the board; has veto authority over some county board actions
 - County Board Chairman – presides over county board meetings; sets agendas/tones for county board meetings; acts as spokesperson on behalf of the county board
 - County Supervisors – serve a legislative function—policy/law making, budgetary approval; making decisions as a group; authority is collective rather than individual; county supervisors who serve as committee chairs play a leadership role on that committee
 - Department heads/staff – serve in an operational/advisory/administrative role

Chairman Albrecht and Executive Harris discussed their roles in county government and explained the

importance of cooperation between their two positions for the good of Winnebago County.

Ms. Neiswender continued her discussion on the functions of the County Board:

- Involve, represent and be accountable to the public
- Set policies
- Provide services
- Review and approve budget
- Levy taxes
- Oversee county operations
- Regulate
- Cooperate with other governments

Ms. Neiswender addressed the importance of the County Board knowing the roles and functions of the county's departments. She explained how last year the County Board's Personnel Function Review Committee provided an opportunity for the supervisors to get that information.

Ms. Kniep discussed the roles and responsibilities of the County Board. Using a ship analogy to describe the county, Ms. Kniep explained that while the County Board "steers" the county in the right direction, the department heads are the ones doing the "rowing" to make sure the county keeps moving in the right direction and meets the provisions of the county's mission statement. The mission statement of Winnebago County says that, "...is to economically and efficiently provide and manage delivery systems for diverse programs and services to meet basic human needs."

Ms. Kniep explained that the County Board is primarily in charge of policy and making policy decisions. The administration of county government services and programs is the responsibility of the County Executive and the department heads. She stated that it is the department heads' responsibility to provide objective, accurate information to the County Board so the Board can make informed decisions.

Supervisors Kline and Brennan discussed how they prepare for county board meetings and what it takes to be an effective county board supervisor.

Ms. Kniep stated that she and Ms. Neiswender will be making future presentations to the Board on county supervisors' roles and responsibilities. Some of those presentations will be on finance, open meeting laws and ethics and parliamentary procedures.

Ms. Kniep and Ms. Neiswender then took questions from the Board.

FINANCE DEPARTMENT REPORT – CHUCK ORENSTEIN, WINNEBAGO COUNTY FINANCE DIRECTOR

Chuck Orenstein, Winnebago County Finance Director, explained the responsibilities and functions of the county's Finance Department. Those responsibilities and functions include:

- Department and employee compliance with purchasing requirements and ordinances.
- Administering the county's Travel Policy ordinance. Mr. Orenstein explained the need to submit an itemized receipt to receive meal reimbursement if the meal an employee or supervisor consumes exceeds the limits set in the travel policy ordinance. He also explained that the travel policy limits tips for meals at 15%. Any tip above 15% will not be reimbursed.
- Administering the county's Vehicle Use Policy. Mr. Orenstein explained that smoking is prohibited in any county-owned vehicle. People driving a county vehicle are also prohibited from drinking alcohol.

Mr. Orenstein explained the functions of the County Finance Department:

- Process the county's payables
- Process the county's accounts receivable--department's do their own invoicing, but the Finance Department does the collection; accounts that are 30 days past due are sent to a collection agency
- Fixed assets accounting--fixed assets are items that have a life span greater than one year and costs more than \$5,000
- Monthly financial reporting; produce monthly financial statements; prepare monthly report for the county board
- Annual audit--required to have a single audit, which is an audit of all the state and federal grants that the county receives; a CPA firm is hired to do this audit. Internal audits are also done on departments that handle cash every couple of years.
- Prepares the annual County Executive's Budget
- Annual buy out issue – approved capital projects that require borrowing will be included in a bond issue, usually in the late summer. (Mr. Orenstein explained that the county actually issues notes, not bonds. Notes are for ten years and bonds are for anything greater than ten years up to twenty years. The county very rarely borrows for more than ten years.)

- Prepares the Five-Year Capital Improvements Plan. This plan contains all the proposed projects (with an estimated cost of \$100,000 or more) that are being proposed in the next five years. The county board can use this plan as a “tool” or “roadmap” to evaluate projects when they come before the board for approval.
- Handles the county’s purchasing; puts together bid documents and handles bid openings.
- Responsible for investing the county’s \$50-\$100 Million.

Mr. Orenstein distributed copies of the “County Board Orientation Finance Department Processes and Projects” document. He explained that this document outlines various Finance Department projects and defines finance and budget terminology.

Mr. Orenstein then took questions from the Board.

Motion by Supervisor Robl and seconded to adjourn until the Board's next meeting on Tuesday, May 20, 2008. Mr. Robl reminded the Board that Monday, May 19 is the annual County Board Tour. Motion to adjourn. CARRIED BY VOICE VOTE.

The meeting was adjourned at approximately 7:50 p.m.

Respectfully submitted,
Susan T. Ertmer
Winnebago County Clerk

State of Wisconsin)
County of Winnebago) ss

I, Susan T. Ertmer, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their Special Orders Session held May 6, 2008.

Susan T. Ertmer
Winnebago County Clerk