

**WINNEBAGO COUNTY BOARD OF SUPERVISORS  
PERSONNEL & FINANCE COMMITTEE MINUTES**

**DATE:** Thursday, July 6, 2023

**TIME:** 9:00 a.m.

**PLACE:** David W Albrecht Building – Room 120 – 112 Otter Avenue, Oshkosh, WI 54901

**COMMITTEE MEMBERS PRESENT:** Morris Cox, Steve Binder, Donald Nussbaum

**ABSENT:** David Albrecht, Betsy Ellenberger (appeared via Zoom)

<b>PRESENT:</b> Michael Collard – Administration	Mark Habeck – Human Resources
Mary Anne Mueller – Corporation Counsel	Ginger Lenz – Human Resources
Melanie Boelter – Corporation Counsel	Bill Tope – Human Services
Jon Doemel – County Executive	Linzi Gazga Parish – PVHC
Mike Elder – Facilities	Adam Breest – Parks & Expo Center
Paul Kaiser – Finance	Rebecca Nichols – District 2

**VIA ZOOM:** John Rabe – Solid Waste; District 26 – Conley Hanson; Winnie Bago

**1. Call the Meeting to Order**

Meeting was called to order at 9:06 a.m. by Chairman Morris Cox.

**2. Public Comments**

Conley Hanson from District 26, commented on the Sunsetting Innovation Analyst position. He feels this Resolution is far beyond the scope of previous discussions for a Grant Writer. There is no commitment or promise and there is no actual recourse written into the resolution for the creation of the position. Urges the committee to vote "No".

Public comments were closed.

**3. Approval of June 1, 2023 Personnel & Finance Committee Meeting Minutes**

Steve Binder makes a motion to approve the minutes; seconded by Don Nussbaum. Carried 3-0.

**4. Report from the Finance Department regarding the General Fund Balances & Portfolio Analysis**

Carol Blackmore reported on the General Fund 'unaudited' balances. The final audit should be completed by July 31, 2023. The un-audited balance as of December 31, 2022 was \$51,528,730.50 for unassigned. With expenditures, the balance is now \$13,237,366.01. The investment portfolio was also reviewed with \$8.2 million added to new investments, one matured in June 2023. A few dropped down in bond ratings. \$1.7 million left to mature for this year. Paul Kaiser met with Associated Trust to possibly be our Financial Advisor. Steve Binder asked what the loss would be if the bonds being watched were sold. Carol will look into this and let him know. Currently, a couple highway projects are over budget.

**5. Resolution: Authorize Park View Health Center Emergency Staffing Incentive Proposal**

Linzi Gazga Parish mentioned this would be an adjustment to the amendment that was passed last year and then revised last November. Have had a couple emergent situations where we had to ask the County Executive to go above and beyond the resolution. We needed to edit the resolution to make sure the County Executive no longer needs to go above what is already in the resolution during emergent situations. We created a policy on how to implement this that was approved by the County Executive and Director of Human Resources. This new resolution gives us more flexibility but we would also need to create a policy and procedure on how to implement this that would be approved by the Director of Human Resources and the County Executive. We would report monthly to the Park View Health Center committee. Any changes to this policy, the Director of Human Resources and County Executive would need to approve it. Steve Binder commented that we need to hire people instead of burning out the people we have. Should have incentive

programs. We have a waiting list of people that we are not serving, because we don't have the people and we don't have a plan to get them. Linzi stated that she is working with Human Resources for recruiting to get staff in faster and to save the County money. CNAs do sign an agreement, when at the training center, to work a certain length of time or a certain number of hours. Morris Cox stated there was discussion of the possibility to add bonuses, but there is a concern to not lose people after bonuses are paid out. Don Nussbaum asked if we offer the \$68/hour for exempt employees already and if so, why a change to this resolution? Linzi replied that yes, this is being done already, lines 30-36 are new to the Resolution. Steve Binder motioned to authorize Park View Health Center Emergency Staffing Incentive Proposal, seconded by Don Nussbaum. Carried 3-0

**6. Resolution: Approval of Accepting an Energy Efficiency and Conservation Block Grant (EECBG) in the Amount of \$78,580 and Applying the Funds to the Facilities Budget for the Purpose of Replacing Energy Inefficient Equipment and Lighting**

Mike Elder stated that this is a funding opportunity that is part of the Recovery Act. The ten largest counties and ten largest cities were given the funding and did not need to apply. The process would be to purchase the items, submit the invoices, then get reimbursed. Don Nussbaum asked if the County would be able to replace old boilers and hot water heaters, and what the timeline is for the projects. Mike Elder replied yes, only if it's a new project that is not currently budgeted for. Requirements should be out later this year. We would need to submit an application by the end of January 2024 and have the work done by the end of 2024. We would also like to have a list of projects identified after the 'condition assessment'. There is no contingency if not used within the timeframe, would be forfeited. Don Nussbaum asked if there are any plans for solar and feels there are a lot of drawbacks to solar. Mike Elder stated yes, but we are looking into this. Currently, we are using solar to heat water at Park View, since about 2008. It is still functioning just as well as it was installed, that had an estimated 16-year payback. There is the possibility of using solar to light parking lots. Don Nussbaum moves to accept the EECBG grant; seconded by Steve Binder. Carried 3-0

**7. Resolution: Authorize the Purchase of 1021 Green Acres Lane, Neenah, Wisconsin for \$240,000 Plus an Additional \$100,000 for Renovation Costs with either a Transfer from the Unassigned General Fund Balance or an Advance the General Fund to be Reimbursed with a Subsequent Bond Issue**

Bill Topel presented at the last County Board meeting that the Winnebago County Housing Authority is selling this property. The County has rented this building for the last 27 years for a boys group home for those between the ages of 14-17. There are eight beds, a 3-car garage, newly remodeled kitchen, the windows and roof were replaced within the last 10 years, it's licensed as a group home, and is licensed and zoned correctly. Mike Elder's team estimated repairs to be around \$100,000. The Housing Authority is asking \$240,000. Steve Binder asked about the partial missing membrane on the garage roof and when it would get fixed. Mike Elder stated that he can't fix it until the County owns it. If the purchase is approved in July, close in August, will try to get bids in the fall for an early spring repair. Roofers are busy now. Steve Binder asked if the Housing Authority could temporarily fix it to avoid more damages. Bill Topel will ask them, but conversations have been 'as is' with the Housing Authority. MaryAnne Mueller would like to make a friendly revision stating: "this project will receive a \$340,000 transfer from the Unassigned General Fund Balance and project funding will either reduce the Unassigned General Fund Balance or will be later reimbursed by a subsequent bond issue". Replace lines 36-37. Mike Collard stated the fiscal note is technically not part of the resolution and thought we could amend the fiscal note at any time during the process. MaryAnne stated this is a housekeeping detail, numbers are not being changed, just clarifying items. Don Nussbaum mentioned changes were made by this committee in the past, have set a precedence; just make it clear at the County Board meeting. Morris Cox stated that Human Services and Facilities are here, they agree with the revision, we can make this as a 'friendly amendment'. Steve Binder motions to authorize the purchase of 1021 Green Acres Lane, Neenah, Wisconsin for \$240,000 plus an additional \$100,000 for Renovation Costs; seconded by Don Nussbaum. Carried 3-0

**8. Resolution: Authorize the Acceptance of a Donation from Lapham-Hickey Steel in the Amount of \$5000 for the Purpose of Purchasing Supplies for the Be Active Go Outside Program and a Budget Transfer in the Amount of \$5000**

Adam Breest stated the County partnered with Oshkosh Recreation Department and pdsF.U.S.I.O.N., which is a non-profit organization. The goal is to get residents and users out to the County parks system. We have events about once per month and the donation from Lapham Hickey Steel would cover expenses for the events. Just need to authorize to receive the funding and to spend it. This would be a net \$0. Don Nussbaum moves to authorize the acceptance of a donation from Lapham-Hickey Steel in the amount of \$5000; seconded by Steve Binder. Carried 3-0

**9. Resolution: Authorize the Acceptance of a Donation from the Oshkosh United Soccer Club in the Amount of \$7500 for the Purpose of installing Electrical Pedestals at the Winnebago County Community Park and a Budget Amendment in the Amount of \$7500**

Adam Breest stated United Soccer has an event, Oshkosh on the Water, that has food trucks and other vendors who can hook up for electrical. The electrical pedestals can also be used for other special events. These pedestals would have padlocks, (either combination or keys locks), available from the Parks Department. We need the authority to receive the funding and to spend it. Steve Binder motions to authorize the acceptance of a donation from the Oshkosh United Soccer Club in the amount of \$7500 for the purpose of installing electrical pedestals at the Winnebago County Community Park; seconded by Morris Cox. Carried 3-0

Morris Cox would like to exchange Agenda Item 11 to be 12, and Agenda Item 12 to be 11. All agreed for the exchange.

**10. Resolution: Amending Winnebago County Merit Pay Plan**

Mark Habeck presented the Merit Pay Plan at the last County Board meeting, P&F Committee meeting, and held five employee meetings to receive feedback from everyone. Would implement two methods: 1) A schedule increase to remain current with the market and inflation to advance employees through their pay range, 2) a merit-based increase to advance employees through their pay range to be more objective and less subjective. Something more measurable, such as training. Employees would know a year in advance on what is needed to qualify for the merit pay with realistic expectations. Supervisors would be trained to meet regularly with their employees. If employees are not meeting expectations, there should not be any surprises and the employee would have an opportunity to meet those expectations and goals. Shares would be eliminated. This should help retain employees and they could achieve top pay. There would need to be two raises to move employees along to avoid previous compression issues. Steve Binder asked who would perform the reviews? It would make sense for the Foremen to review the workers at the Highway Department since the Supervisors and Commissioner aren't working alongside the highway workers, it wouldn't be fair. Mark Habeck responded that department heads typically don't do all the evaluations, usually it is done by the direct supervisor. If an employee transferred to another department mid-year, we would want the current supervisor to collaborate with the previous supervisor to verify expectations were met; in order to receive the merit pay. Don Nussbaum moves to amend the Winnebago County Merit Pay Plan; seconded by Steve Binder. Carried 3-0

**11. Budget Transfer: To Add Project Position to Human Resources Department**

Mark Habeck stated there is one person in the County that processes payrolls for all employees. Payroll is done weekly. Park View and Courthouse one week and Highway the next week; with Salaried, County Board and Per Diems also being processed. There are hard deadline tasks. Complexity was added to the position to process differentials, incentives. There are manual reviews and balancing. We are at capacity and struggling to keep up. It is difficult to take a day off, have an extended leave, or even be sick because payroll must go on. The Payroll & Benefits Manager would take over for the Payroll Specialist if that employee is out, then the tax and benefit payments and other tasks don't get done. This is a long-term need. Requesting in the 2024 Budget as a regular position, asking for a Project position now to help get relief. It takes about a year to learn the position, to feel comfortable. January is the busiest time with year-end closeouts, raises, benefit rates, and tax forms. This will give us time to look for, and train now, to be helpful for January. If the Project person works out, would move that person to be the regular employee. Ginger Lenz, Payroll &

Benefits Manager stated this is the busiest payroll week of processing Park View and Courthouse; working long days to keep up. Steve Binder asked what changed when we got by in the past? Mark Habeck mentioned that the previous Payroll & Benefits Manager, Jane Hughes, retired after 42 years in January. Ginger Lenz was the Payroll & Benefits Specialist for about 3 years, who moved into the Manager role and is learning that position. Joan Lowe moved to the Specialist position and is learning that role. Even when Jane was here, we talked about adding another person. The County is hiring more than a year ago. This gives more duties to Payroll; more benefit orientations, shift differentials, pay studies, and more are added to the job. Mark Habeck said Ginger Lenz is currently working with departments on the labor budgets. Payroll always comes first. Don Nussbaum stated he is sure HR needs this, or this would not have been brought up. Mark Habeck confirmed that. Steve Binder motions to approve the transfer request which would be used to add a Project Position to the Human Resources Department; seconded by Don Nussbaum. Carried 3-0

**12. Resolution: To Create a Sunsetting Innovation Analyst Position Within the Winnebago County Department of Administration**

Morris Cox mentioned his concern regarding this position since ARPA is designed for projects, not specifically for positions. Normally, the department would budget for a position and the County Board does the appropriation. Don Nussbaum moves to create a Sunsetting Innovation Analyst Position within the Winnebago County Department of Administration. No second was given after Chairman Cox asked three times. Resolution does not pass, lack of a second motion.

**13. Resolution of Commendation for: Dan Ziegenhagen and Tom McInnis**

Steve Binder moves for a Resolution of Commendation for Dan Ziegenhagen and Tom McInnis; seconded by Don Nussbaum. Carried 3-0

**14. Set Next Meeting Date**

Thursday, August 3, 2023 at 9:00 a.m.

**15. Adjournment**

Motion by Steve Binder; seconded by Don Nussbaum. Carried 3-0.  
The meeting was adjourned at 10:35 a.m.

*Submitted by: Jenny Sonnleitner, Human Resource Associate II*