



**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, JUNE 6, 2024**

A. Call to Order

Chairman Cox called the meeting to order at 9:02 AM.

PRESENT: Chairman Morris Cox, Supervisor Don Nussbaum, Supervisor Stephanie Holt, Supervisor Steve Binder, and Supervisor Koby Schellenger

ALSO, PRESENT: Judge Bryan Keberlein; Eric Sparr, District Attorney; Bill Topel, Director of Human Services; Mike Elder, Director of Facilities & Property Management; Lara Vendola, Communications Captain Sheriff's Department; Bob Doemel, Highway Commissioner; Tom Egan, County Board Chairman; Mike Breuer, Information Technology; Doug Gieryn, Public Health Director; Jaci Grignon, Communicable Disease Public Health Dept.; Ethan Hollenberger, County Executive Assistant; Paul Kaiser, Finance Director; Mark Habeck, Director of Human Resources; Jim Schell, Aviation Director; Mary Anne Mueller, Corporation Counsel; Tori Kinderman, Paralegal Corporation Counsel; Julie Barthels, County Clerk

On TEAMS: Jennifer Ruetten, Interim Director of Information Technology; Melissa Schnyder, Clerk of Courts; Clerk of Courts; EM; Dia Yang

B. Adopt Agenda

Chairman Cox noted that public comments are to be held to two minutes per person. This note was not included on the original agenda.

Motion by Supervisor Nussbaum to adopt the agenda as presented, seconded by Supervisor Holt. CARRIED BY VOICE VOTE. (5-0)

C. Public Comments on Agenda Items

Jennifer Ruetten, Acting Director of Information Technology, has been with Winnebago County for 25 years and all but six months have been in the Information Technology Department. She has held 7 positions within this department. She spoke in regard to the reclassification request for the Public Safety Administrator position. The IT Department is in favor of Director of Human Resources, Mark Habeck's recommendation of no change to the pay grade or the alternative being to agree to the reclassification as requested. The IT Department supports all departments within Winnebago County, and she feels the position of Public Safety Administrator should not be higher than someone that supports them technologically.

Judge Bryan Keberlein spoke in regard to the reclassification process regarding Judicial Assistants in Winnebago County. The job descriptions for Winnebago County are completely different from Outagamie County, and he would like to see them moved up.

Lara Vendola-Messer spoke in regard to the reclassification schedule. The position of Public Safety Administrator was created in 2008 at the network position level. The sheriff's office technology has increased to a level where they need their own support. This position is responsible for all the Sheriff's Department's public safety network.

Tom Egan, Winnebago County Board Supervisor District 33, spoke in support of item #10 on the agenda regarding laptops for the County Board Supervisors.

Mike Breuer, Supervisor in the Information Technology Department, spoke in regard to the Public Safety Administrator position for the Sheriff's Department. The IT Department feels that this position should not be at the same level as a network administrator.

D. Approval of Minutes

Motion by Supervisor Schellenger, seconded by Supervisor Holt to approve the May 9, 2024, minutes. CARRIED BY VOICE VOTE. (5-0)

E. Business Items

1. General Fund and Investment Report -- Finance Director

Paul Kaiser, Director of Finance, is continuing to work with the Auditors. From the Spirit Funds, he has paid eight fire departments. Two more departments will be paid soon for fire radios. He is waiting for additional information from four fire departments. He is working on the distribution of the rest of the Spirit Fund money that has been approved. He is holding off on investments until he has a better handle on the short-term cash flow. Director Kaiser took questions from the committee.

2. Budget Amendment Action Item: Approval of a Budget Amendment in the Amount of \$60,000 from the Solid Waste Management Reserve Fund to the Solid Waste Operating Category for a Rental Chiller

Mike Elder, Director of Facilities & Property Management, is requesting a budget transfer of \$60,000.00 for a Rental Chiller for the Solid Waste department. If this doesn't happen, the county could lose \$200,000 in revenue from energy that is sold to Wisconsin Public Service. Mr. Elder was given a July delivery date for the rental chiller, but he has not received confirmation of this. They are asking for this additional money in the event that the new chiller does not arrive on time.

Motion by Supervisor Nussbaum, seconded by Supervisor Schellinger to approve this budget amendment of \$60,000. CARRIED BY VOICE VOTE. (5-0)

3. Approval and Acceptance of \$40,000 Routine Immunization Community Engagement (RICE) Grant from the Wisconsin Department of Health Services

Doug Gieryn, Director of Public Health and Jaci Grignon, Communicable Disease - Public Health, addressed the committee regarding accepting a grant from Wisconsin Department of Health Services for additional funds to reach communities with low vaccination rates. This will be used to build trust in vaccinations and increase vaccination rates. Discussion was held regarding vaccinations, in favor of vaccinations and against vaccinations.

Motion by Supervisor Holt, seconded by Supervisor Schellenger to approve and accept \$40,000 Routine Immunization Community Engagement (RICE) Grant from the Wisconsin Department of Health Services. VOTE: 4-1; NAY: Nussbaum.

4. Approval and Acceptance of \$101,200 Immunization Supplement Grant from the Wisconsin Department of Health Services

Doug Gieryn, Director of Public Health, discussed accepting a grant for \$101,200 to allow clinical upgrades for their equipment to aid in making vaccines more available and safer. The Public Health Department is still operating with equipment that was brought from when they were located at Park View.

Motion by Supervisor Holt, seconded by Supervisor Binder to approve and accept a \$101,200 Immunization Supplement Grant from the Wisconsin Department of Health Services. VOTE. 4-1; NAY: Nussbaum

5. Appropriation of Improvements to County Highway I and Moving the Project from the 2025 Capital Improvement Plan to 2024

Bob Doemel, Highway Commissioner, noted that this project is a Surface Transportation Program project grant. The application was filled out in 2019, and approval was given in 2020. This piece of roadway needs to be addressed. There is flooding by the Basler Flight Service property. The sewer has been upgraded, as well as road construction. This project was budgeted for 2025. As the project was moving forward, it didn't seem like it would occur in 2024. The Department of Transportation let the Highway Department know that now it is ready. Federal funding could be up to 80%. The County is working with the City of Oshkosh on this project and have agreed to split the remainder of the 20%. They have worked with East Central to include bike lanes. There will be no sidewalks. They would have to acquire additional property to include sidewalks. The Highway Department will be moving this project forward to save money for next year (2025). The vote at the Highway Department was 5-0. Discussion was held regarding the storm/sewer system and the ditching. Mr. Doemel took questions from the committee.

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve

6. Approve the transfer of \$20,000 from the Department of Human Services Operating Expenses Category to Capital Outlay Category for the replacement of a vehicle.

Bill Topel, Director of Human Services, requested to be able to transfer \$20,000 from the Department of Human Services Operating Expenses Category to the Capital Outlay Category for the replacement of a vehicle. The Human Services Department would like to use county-owned vehicles to transport families and children versus using personal vehicles. By moving the funding around, it would allow for the purchase of vehicles. Dr. Topel then took questions from the committee.

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger, to approve the transfer of \$20,000 from the Department of Human Services Operating Expenses Category to the Capital Outlay Category for the replacement of a vehicle. CARRIED BY VOICE VOTE. (5-0)

7. Approval of Four Positions in the Long-Term Support Division of the Department of Human Services and Corresponding Budget Amendment

Bill Topel, Director of Human Services, asked for approval to add four positions in the long-term support division due to the state requiring new contractual obligations for this department. Human Services provides direct service to these families. The state's obligation is to reimburse the county fully for serving these children in a certain time frame. If these services are not met in a timely fashion, the state will stop the payments to the Human Services Department. The manager of this area stated that there are 50 to 75 families not being served in a timely manner. Dr. Topel is asking for one supervisor position and three workers to fulfill the needs for long-term support for children. They have 22 employees already serving in this division. The money from the state will pay for these positions. The Human Services Department is audited every six months to a year. Dr. Topel then took questions from the committee.

Motion by Supervisor Schellenger, seconded by Supervisor Holt, to approve four positions in the long-term support division of the Department of Human Services. CARRIED BY VOICE VOTE. (5-0)

8. Approve 2024 Position Reclassification Requests

Mark Habeck, Director of Human Resources, touched on items that were questioned at the last Personnel & Finance meeting. The Human Resources Department has accepted an offer for the Deputy Director of the Airport. They would like to withdraw the request from the original seven requests for the Airport Deputy Director. Park View is willing to wait until budget time for their reclassification. That leaves 5 requests for reclassification. Director Habeck had a productive conversation with Judge Keberlein regarding the Judicial Associates and Court Assistant positions of Clerk of Courts and the Deputy Registrar in Probate. He discussed how these positions would be affected by reclassifying them. There would be no effect on the budget with these changes. The County Clerk requested to have the Deputy Clerk position increased to grade 64. He feels grade 63 would be a better fit. The reclassification of the Investigator position in the District Attorney's office, Director Habeck feels is the most straight forward. The Sheriff's Public Safety Application Administrator and Information Technology Network Technician would be closely aligned. He feels some of the requests could lead to internal issues between departments. Questions have been asked regarding whether classifications should be considered or stay with what the compensation study found. He recommends voting on each reclassification separately and being able to select option one or two. Director Habeck then took questions from the committee.

Supervisor Binder recommended just considering the District Attorney's investigator position. He feels the rest of them were adjusted fairly with the new wage compensation agreement.

Supervisor Schellenger questioned the dietitian positions, how they are graded, and what happens when that position is not filled and the position has to be outsourced.

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve the 2024 position reclassification requests.

Supervisor Holt requested that the committee have the opportunity to remove some of

the requests and to be able to vote on alternative one or two.

Supervisor Nussbaum noted that they should be voted on separately.

Supervisor Holt recommended that the registered dietitian should be included in this vote, even though it was not listed.

Jim Schell, Director of the Airport, noted that if all the positions in his department were not reclassified, he would recommend removing the Deputy Director from the current list.

Corporation Counsel recommended to avoid confusion, vote on each item separately and making motions on alternative positions.

- #1 - Deputy Airport Director was withdrawn.
- #2 - Deputy Register in Probate and #3 - Judicial Associate - Lead. Motion by Supervisor Holt to Approve Alternative 1 for the Judicial Assistant position, Deputy Register in Probate position and Court Assistant position, seconded by Supervisor Binder. CARRIED BY VOICE VOTE. (5-0)
- #4 - Deputy County Clerk - Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the recommended grade request of 63. A friendly amendment by Supervisor Schellenger, 2nd by Supervisor Holt to move to Grade 62 instead of 63. CARRIED BY VOICE VOTE. (5-0)
- #5 - District Attorney Investigator - Recommend raising to Grade 67 - Motion by Supervisor Holt, seconded by Supervisor Binder to accept recommendation. CARRIED BY VOICE VOTE. (5-0)
- #6 - Restorative Aide was removed from the requests.
- #7 - Public Safety Application Administrator - Motion by Supervisor Holt to approve Alternative 2 in place of #7 for the Public Safety Application Administrator, Network Technician, Systems Analyst, Systems Analyst-Lead, Network Administrator, Cybersecurity Architect, Development Supervisor, Technical Support Supervisor, seconded by Supervisor Schellenger. Vote: AYES: Nussbaum, Holt and Cox; NAYES: Binder and Schellenger. VOTE: 3 - 2 CARRIED.
- Motion by Supervisor Schellenger to move the Clinical Dietitian position to grade 66, seconded by Supervisor Holt.

Corporation Counsel, Mary Anne Mueller noted that this item was not listed to be considered, it was listed for informational purposes only.

Supervisor Holt requested to have the clinical dietitian position be added to the agenda for the next Personnel & Finance Committee meeting for consideration of re-classification.

9. Approval to Changes to Human Resources Policy 8.05: Solicitations

Director Habeck discussed the solicitation resolution and how it would affect the county. He is trying to bring current practice in line with the policy. They don't want employees to feel that they are being required to do something that they really don't want to do. The current list only includes United Way.

Motion by Supervisor Schellenger, seconded by Supervisor Holt to delete the words "or educate" on Line 47 of this resolution so that it reads as follows: "That are known to advocate for candidates for public office,". CARRIED BY VOICE VOTE. (5-0)

10. Approve Contingency Fund Use of \$39,760 for Purchase of County Board Computers

Chairman Cox noted that the costs of the laptop computers, mouses and back packs came in at \$19,179.50, not the \$39,760 as expected.

Motion by Chairman Cox to amend the agenda item to approve \$19,179.50 from the contingency fund to purchase laptops for the county board members, seconded by Supervisor Binder.

After discussion, Chairman Cox decided to withdraw this item from the agenda.

Motion by Supervisor Schellenger to appeal the decision of the Chair, seconded by Supervisor Nussbaum. CARRIED BY VOICE VOTE. (4-0)

Vote on Resolution as Amended: To approve taking \$19,179.50 from the Contingency Fund to purchase laptops for the County Board Supervisors. Vote: 4 – 1 (Schellenger). CARRIED.

Chairman Cox requested a new contingency fund form showing the amount as \$19,179.50.

11. Commendation of Patty Francour

Motion by Supervisor Holt, seconded by Supervisor Binder to approve the commendation for Patty Francour for her services for the past 40 years. CARRIED BY VOICE VOTE. (5-0)

12. Commendation of Cheryl Ryf

Motion by Supervisor Holt, seconded by Supervisor Binder, to approve the commendation for Cheryl Ryf for her services for the past 20 years. CARRIED BY VOICE VOTE. (5-0)

F. Next Meeting Date

Motion by Supervisor Schellenger, seconded by Supervisor Nussbaum to change the meeting date to July 3, 2024 at 9:00 a.m. instead of July 4, 2024. CARRIED BY VOICE VOTE. (5-0)

G. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adjourn. CARRIED BY VOICE VOTE. (5-0)

The meeting was adjourned at 12:00 p.m.