



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, OCTOBER 3, 2024**

A. Call to Order

The meeting was called to order by Chairman Cox at 9:00 a.m. from the David W. Albrecht Administration Building.

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

ALSO PRESENT: Jon Doemel, County Executive; John Matz, Sheriff; Lara Vendola, Communication Captain; Bill Topel, Human Services Director; Linzi Gazga, Park View Director; Bob Doemel, Highway Commissioner; Amber Hoppa, Treasurer; Cheryl Brehmer, Medical Examiner; Cassie Stadtmeuller, Solid Waste; Andy Jennings, Administration; Jennifer Ruetten, Interim Director Information Technology; Amanda Dodd, Information Technology; Carol Van Gruensven, Finance; Jamie Rouch, Director of Administration; Mark Habeck, Director of Human Resources; Paula Way, Human Services and County Executive Assistant; Bev Slusarski, Public Health; Julia Salomon, Public Health; Desiree Bongers, Clerk of Courts; McKenzie Repinski, Medical Examiner's Office; Joseph On Teams: Paul Kaiser, Director of Finance; Sarah Silverthorn; Jessica Gilson; Kelsey Scott; Renee Soroko; and X

B. Public Comments

Restricted to Items on the Agenda with a Limit of Two Minutes per Person

No public comments.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Holt to adopt the October 3, 2024 agenda. CARRIED BY VOICE VOTE. 5-0

D. Approval of Minutes

1. September 5, 2024, Meeting Minutes

Motion by Supervisor Schellenger, seconded by Supervisor Binder. CARRIED BY VOICE VOTE. 4 - 0; ABSTAIN: 1 - Supervisor Holt

E. Business Items

Action may be taken on any business items.

1. Contingency Fund Request for \$20,895 for Jail Washing Machine Replacement

Motion by Supervisor Schellenger, seconded by Supervisor Binder to approve. CARRIED BY VOICE VOTE. 5-0

2. Contingency Fund Request for \$1,000 in the Highway Department's Operating Category to Place "Purple Heart Veterans Highway" Signs on State Highway 21

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0

3. Approval to Name Room 118 in the David W. Albrecht Administration Building the Patty Francour Information Technology Training Room

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0.

County Executive Jon Doemel commended Patty Francour for her 30 years of service to Winnebago County. She started in the training room and worked her way to the top. She started with the beginning of computers in County government to the use of cell phones, the amount of transition she witnessed throughout her career with Winnebago County is amazing. This item will be forwarded to the Facilities and Property Management Committee.

F. 2025 County Executive Budget Proposal

1. 2025 Budget Overview by the Director of Administration

Jon Doemel, County Executive, presented a brief overview of the 2025 Winnebago County Budget.

Items that were touched on:

- *State Impact on Local Dollars - Since 2006, local governments have been limited in general growth. The levy limits are limited to the growth of new construction. In 2023, Act 12 provided a new supplemental state aid. The 2024 budget allocated this aid to the Sheriff's office. Act 12 also repealed the Personal Property Tax. The county has seen other intergovernmental aids increase for some reimbursements related to medical assistance in Human Services and Park View Health Center.*
- *Key Budget Assumptions - Accounting for low general levy increases. Assuming a 4% pay increase for employees. Assuming a 6.52% increase in health insurance premiums.*
- *County Budgeting Code - The previous budget process did not allow for the board or the public to know exactly what the money was being spent on.*
- *Rethinking Budgeting Initiative - This initiative considers new ways of thinking, new technologies and updated practices to better meet the changing needs of communities. Jamie Rouch, Director of Administration, explained the new program that Winnebago County will be using. Priority Based Budgeting will allow the county to see the programs that are used and what the cost is for these programs. Priority-based budgeting has been around since 2012. Winnebago County has used line item budgeting. With priority based budgeting, it will allow everyone to see what the money is actually being spent on. This budget will let you see all of the programs that are used in each department and how much they cost for both personnel and non-personnel.*
- *History of County Budget Planned/ Use of Fund Balance (Fiscal Health) - Fiscal health planning will look at actual spending and budgeting spends.*
- *County Executive Specific Budget Initiatives - To continue to focus on people in Winnebago County, improve communication through social media and other tools for the public, and improve employee wellness and retention initiatives.*

Executive Doemel then took questions from the committee.

2. 2025 Programs and Budget Request Presentation by Director of Administration

Jamie Rouch, Director of Administration, noted that Paul Kaiser, Director of Finance would give the budget report for Finance. He covered the Program Inventory: Department of Administration, Purchasing, Risk Management and General Services.

- *Administration: County Board and Committee Support, Coordination of Administrative Functions and Leadership Training and Development*
- *Purchasing: Bids and Proposals, Contract Administration, General Purchasing and Photocopiers*
- *Risk Management: Safety, Property & Liability Insurance, Worker's Compensation*
- *General Services: Mail and Printing*
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Budget Request Review: Labor Increase for 2 new positions, Information Technology Interfund increase, Travel increase, Professional Service increase, Membership increase for Amazon, PRMA for Risk Management, GFOA for Finance, and CPA for Finance license.

Director Kaiser covered budget request reviews for miscellaneous and unclassified accounts: State Shared Revenue, Interest Income, US Bank P-Card Rebate, Wages Payout, Dana Investments, Associated Trust Management Fees, Industrial Development Board, Winnebago County Fair Association, Library and East Regional Planning Commission.

- Review of the Property and Liability Insurance Fund

Paul Kaiser, Director of Finance, reviewed the property and liability insurance fund. The county has five different policies. The Finance Department plans to look into these funds to see what they should be covered for and where it is really needed.

The County has a worker's compensation fund. This fund can be volatile from year to year.

3. 2025 Programs and Budget Request Presentation by Finance Director

Paul Kaiser, Director of Finance, discussed the Program Inventory, the Budget Request Review, and Initiatives, Challenges and Successes for the Finance Department. He provided budget information using line by line numbers for the committee.

Director Kaiser then took questions from the committee.

4. 2025 Programs and Budget Request Presentation by the Interim Information Technology Director

Jennifer Ruetten, Interim Information Technology Director, presented her program inventory and explained what the Information Technology Department does.

The Big Initiatives, Challenges and Successes are:

- *Initiatives - New Position - Applications Administrator; Windows 11 Upgrade, OneDrive and SharePoint, and Multi-Factor Authentication*
- *Challenges - Cybersecurity, Phishing; Technology Support Fund creation, executive and education; IT policy updates; Analog phone lines*
- *Successes - Completion of the Fiber Loop; Certification of Luna; Cellphone and Copier Refresh; Harm Reduction Vending Machines*

Director Ruetten then took questions from the Committee.

- Review of the Technology Internal Service Fund

Jennifer Ruetten, Interim Director of Finance, explained how the Technology Internal Service Fund will work for the County.

Director Ruetten then took questions from the committee.

5. 2025 Programs and Budget Request Presentation by County Treasurer

Amber Hoppa, County Treasurer, described the programs that she uses in the Treasurer's office. She has two functions; Property taxes and general money management. She covered her Biggest Initiatives, her Challenges and her Successes. She would like to update the workstations in her office. They are over thirty years old. The committee suggested proposing this to the Spirit Fund Committee to cover the cost.

Treasurer, Amber Hoppa, then took questions from the committee.

6. 2025 Programs and Budget Request Presentation by Human Resources Director

Mark Habeck, Human Resources Director, presented his budget and priority-based budgeting to this committee. He appreciates the team he has in his department and enjoys explaining how they benefit the county. He described the programs that are used in the Human Resources Department. Director Habeck covered his big initiatives, his challenges, and his successes. He covered his budget line items.

Director Habeck then took questions from the committee.

- Review of the Health and Dental Insurance Fund

Mark Habeck, Director of Human Resources, noted that based on trends, the budget includes an increase of 6.35% in health insurance premiums. This means an additional \$3.34 per check for a single plan and \$8.76 for a family plan.

The Three Waves Clinic is considering moving to a new location. The budget does include \$770,000.00 out of the health fund to facilitate relocation.

At the end of 2023, the balance of the Health Fund was \$5.5 million.

It is projected that the Self-funded health insurance fund will see a \$1.6 million decrease in 2025. This does not include the monies for the Three Waves Clinic.

Director Habeck explained what insurance recoveries are. These are not budgeted for.

Through September, the county received 1.2M in insurance recoveries. This could result in a positive health fund in 2025.

Three years: 2021, 2022 and 2023 had a 0% increase to health insurance. In 2023, there was a 3.2% increase, and this year is showing a 6% increase.

- *Regarding Dental Insurance, there will not be a premium increase for this budget year. The cost of this insurance is about \$51,000. The balance of the dental fund at the end of 2023 was \$762,000.*
- *Review of the 2025 Compensation Schedule and Department Position Authorization Mark Habeck, Director of Human Resources, noted that every committee of jurisdiction will get a report of new positions that are projected for 2025. The number of positions that are being projected is 15.5. The increase in expense for these positions is roughly \$10,000.00. The committee is also getting a proposed compensation schedule. This reflects a 2% increase.*

Director Habeck then took questions from the committee.

7. *Recommendation from the P & F Committee on the 2025 Budget Requests and Amendments Chairman Cox handed out sheets for any proposed amendments to the budget.*

Supervisor Don Nussbaum left the meeting at 11:33 a.m.

G. Next Meeting Date: Thursday, November 7, 2024

The next meeting is scheduled for Thursday, November 7, 2024.

Motion by Supervisor Schellenger, seconded by Supervisor Holt to approve.

CARRIED BY VOICE VOTE. 4-0. (Absent: Supervisor Nussbaum)

1. *Items for the Personnel & Finance Committee meeting that go thru Mary Anne Mueller, Corporation Counsel Office, for the Personnel & Finance agenda are due by Thursday, October 24, 2024.*

H. Adjourn

Motion by Supervisor Schellenger, seconded by Supervisor Holt to adjourn.

CARRIED BY VOICE VOTE. 4-0 (Absent: Supervisor Nussbaum)

The meeting was adjourned at 11:44 a.m.

The video portion of this meeting is available on the County website:

<https://winnebago.cowi.portal.civicclerk.com>