



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, JANUARY 8, 2026**

A. Call to Order

The meeting was called to order by Chairman Cox at 9:04 a.m. in the Susan T. Ertmer Conference Room, 112 Otter Avenue, Oshkosh.

Members Present: Chairman Morris Cox, Supervisor Don Nussbaum, Supervisor George Bureau, Supervisor Steve Binder and Supervisor Stefanie Holt.

Also Present: County Executive Assistant Koby Schellenger; Corporation Counsel Mary Anne Mueller; Director of Administration Jamie Rouch; Director of Information Technology Jennifer Ruetten, Director of Human Resources Mark Habeck; Director of Public Health Doug Gieryn; Public Health — Hannah Wainio and Ashlee Rahmlow; County Treasurer Amber Hoppa; Interim Director of Human Services Renee Soroko; Department of Human Services - Heather Foust, and Janet Rohloff; Finance - Michael Schuh; District Attorney Eric Sparr; Resident - Rev. Ellen Rasmussen; and County Clerk Julie Barthels. Via TEAMS: Director of Finance Paul Kaiser

B. Public Comments

Rev. Ellen Rasmussen, Pastor of Algoma Boulevard United Methodist Church, spoke in support of accepting the Wisconsin partnership program grant that will benefit area schools and families.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Holt to adopt the agenda for the January 8, 2026, Personnel and Finance Committee meeting. CARRIED. (5-0)

D. Approval of Minutes

1. Approval of December 4, 2025, Meeting Minutes

Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the December 4, 2025, Personnel and Finance Committee meeting minutes. CARRIED BY VOICE VOTE. (5-0)

E. Updated Department Reports

1. Director of Finance, Paul Kaiser

- Update on the General Fund, Undesignated Fund and Investment Funds

Department of Administration, Jamie Rouch, provided the General Fund, the Undesignated Fund and the Investment Funds report for Director Kaiser.

Investments: *Director Rouch provided information dating back to 2022 and present regarding investments. Investments made in 2022 received an interest rate ranging from 0.4 to 2.7%. Investments after 2022 have earned interest rates of 3.6 to 5.8%. Director Kaiser invested \$12 million of the \$28 million that was bonded for in November. The remaining \$16 million will be used for reimbursement of capital project monies that have already been paid for.*

General Fund: *Director Rouch noted that anything over 30% of the fund balance, 100% of that amount will be designated to the opportunity fund. After the audit of 2024, \$5.5 million will be designated to the opportunity fund. The opportunity fund is for situations that arise that were unforeseen. This fund would allow a little bit of money to be put toward that situation. The General Fund is the only fund that is unrestricted.*

Unreserved Fund: *At the end of September, the balance of the unreserved fund was about \$74 million. Of that amount, \$42 million was unassigned.*

2. Director of Administration, Jamie Rouch

- Update on Quarterly Reports

Director of Administration Jamie Rouch noted that there are no quarterly reports at this time because the last quarter closes at the end of February.

3. Human Resources Update - Mark Habeck, Director of Human Resources
 - HR Staffing Update
 - Payroll Update
 - New Hire Report

Director of Human Resources, Mark Habeck, provided his reports to the Committee.

HR Staffing Update: *The Human Resources Generalist position was open and has been filled by a Human Resource Associate.*

The vacated Human Resource Associate position has been filled, and that employee is in training.

Payroll Update: *This team has been very busy with end-of-year tasks. There is no tax on overtime, so Payroll is working with IT on how to manage and administer this change. Director Habeck explained how the new law works.*

They are working on year-end reports, wage increases, and additional adjustments for Park View Health Center.

New Hire Report: *Director Habeck provided a report for October. He will have reports next month for November and December.*

Supervisor Holt would like to see a report on the rolling regrettable turnover percentage of employees leaving the county.

F. Business Items

1. **Contingency Fund Request to Cover Loss on Foreclosed Property Sale**

Supervisor Binder brought this item forward. County Treasurer, Amber Hoppa, explained that the property in question will no longer need the contingency fund transfer as the property ended up selling for a surplus. She noted that another property that was up for foreclosure will need a contingency fund transfer as the bids are lower than the expenses that have been incurred. Treasurer Hoppa described a procedure that she is putting together to cover the foreclosed properties. She is working with the Finance Department to keep information regarding tax foreclosures in a separate account.

Chairman Cox noted that the committee agreed with this process and procedures.

CARRIED BY VOICE VOTE. (5-0)

2. **Budget Amendment — Acceptance of a Wisconsin Partnership Program Grant for \$158,913 for the Winnebago County Public Health Department**

Supervisor Holt brought this forward for approval and discussion.

Director of Public Health, Doug Gieryn, explained that this is a \$500,000.00 grant that would be awarded over a three-year period. The portion of the grant that is requested to be approved is for the year 2026. Director Gieryn introduced Ashlee Rahmlow and Hannah Wainio who have been a major part in applying for this grant.

This grant is through the UW School of Medicine and Public Health to pilot an evidence-based Community Schools model which is currently in place in the Appleton Area School District and many other school districts in the State. This pilot program would be with the Oshkosh School District. If successful, they would apply for additional grants to extend it to other school districts in the county. The goal is to put two community health care workers at local elementary schools and to collaborate with the University of Wisconsin Oshkosh Whitburn Center to serve as a project evaluator, which is a requirement of the grant.

Director Gieryn, Ms. Rahmlow and Ms. Wainio then took questions from the committee.

Motion by Supervisor Holt, seconded by Supervisor Binder to approve the Acceptance of a Wisconsin Partnership Program Grant for \$158,913 for the Winnebago County Public Health Department. Vote: AYES: 3; NAYES: 2 — Nussbaum and Bureau. CARRIED.

3. **Winnebago County is considering applying for an EPA Brownfields Cleanup Grant for the American Fibers Site (204 Railroad Street, Menasha) pending P&F and County Board approval**

Supervisor Binder brought this item forward for discussion.

Michael Schuh, Finance, noted that he has been working with Cal Nordstrom, with the Department of Natural Resources, and the City of Menasha regarding the cleanup of this property. With this grant, there is a possibility to expedite cleanup of the property. The application deadline is January 28, 2026.

Supervisor Holt would like to see the resolution changed from considering to approving. Corporation Counsel suggested changing wording in the title of the resolution to "Application and Acceptance".

Supervisor Holt moved for a friendly amendment to change the wording in the resolution that will be presented to the board, seconded by Supervisor Binder. CARRIED BY VOICE VOTE. Corporation Counsel Mueller suggested removing the words "pending P&F and County Board approval." This wording will be changed before being presented to the County Board. Director Kaiser noted that by applying for this grant, they are hoping this will allow the Department of Natural Resources to have the land cleaned up sooner.

Motion by Supervisor Holt, seconded by Supervisor Binder to approve the resolution as amended to say, "Application and Acceptance of an EPA Brownfields Cleanup Grant for the American Fibers Site at 204 Railroad Street in Menasha." Vote on Resolution as Amended: CARRIED. (5-0)

4. Authorize Winnebago County to apply for and appropriate up to \$100,000 from the State and Local Cybersecurity Grant Program into the 2026 Adopted County Budget Operating Expense Category of the Information Technology Department

Supervisor Nussbaum brought this forward for discussion, seconded by Supervisor Bureau. Director of Information Technology, Jennifer Ruetten, described what this grant would be for. This is cycle 2 of a grant that was received in 2025. This will aid in CyberSecurity improvements for the county. The deadline is January 30th.

Supervisor Nussbaum moved for a friendly amendment of the resolution to change it to "application and acceptance for up to \$100,000" and delete Winnebago County. Supervisor Bureau seconded the amendment. Vote on Amendment: CARRIED. (5-0)

Corporation Counsel Mueller commented that the language should be changed in the "Now Therefor be it Resolved" to replace "appropriately" with "acceptance" and remove the dollar amount from the title of the resolution. Supervisor Holt mentioned that she would like to see consistency in the language of all resolutions.

The amended language for the title of this resolution should be: "Application and Acceptance of the State and Local Cybersecurity Grant Program into the 2026 Adopted County Budget Operating Expenses Category of the Information Technology Department."

Voted on Amended Amendment: CARRIED. (5-0)

Vote on Resolution as Amended: CARRIED. (5-0)

5. Departmental Realignment of CONNECT Program from the Winnebago County Department of Human Services to the District Attorney's Office

Supervisor Holt made a motion to bring this item forward for discussion, seconded by Supervisor Nussbaum.

District Attorney Eric Sparr and Human Services Interim Director Renee Soroko updated the committee on this realignment.

This item has passed the Judiciary and Public Safety Committee with a vote of 5-0, and the Human Services Board with a vote of 5-0.

This realignment will move positions from Human Services to the District Attorney's office.

They are working with Human Resources for a Supervisor Job description. They are working with Information Technology to find software to have an easy flow of data and information. It would need to be accessible to several employees.

Vote on Resolution: CARRIED. (5-0)

G. Honoring Retiring County Employees

1. Commendation for Michelle Peters

Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Michelle Peters. Vote: CARRIED. (5-0)

2. Commendation for Patrick Arent

Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Patrick Arent. Vote: CARRIED. (5-0)

3. Commendation for Todd Christie

Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Todd Christie. Vote: CARRIED. (5-0)

4. Commendation for Todd Christopherson
Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Todd Christopherson. Vote: CARRIED. (5-0)
5. Commendation for Patti Dedecker
Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Patti Dedecker. Vote: CARRIED. (5-0)
6. Commendation for David Mack
Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for David Mack. Vote: CARRIED. (5-0)
7. Commendation for Diane Culver
Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Diane Culver. Vote: CARRIED. (5-0)
8. Commendation for Cheri Jones
Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for Cheri Jones. Vote: CARRIED. (5-0)
9. Commendation for David Binner
Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the commendation for David Binner. Vote: CARRIED. (5-0)

H. Notice of Claims

1. Notice of Claim from Charles Roland for Damage to his Vehicle from a County Highway Snowplow
Motion by Supervisor Nussbaum, seconded by Supervisor Holt to deny the Notice of Claim from Charles Roland for Damage to his Vehicle from a County Highway Snowplow. Vote: CARRIED. (5-0)

I. Next Meeting Date: Thursday, February 5, 2026

Motion by Supervisor Holt, seconded by Supervisor Bureau to approve the next meeting date of February 5, 2026, at 9:00 a.m. Vote: CARRIED. (5-0)

Supervisor Binder noted that your items for the Personnel & Finance Committee meeting agenda must be reviewed by Corporation Counsel at least two weeks before the meeting in February. Items are due by January 22, 2026.

J. Adjourn

Motion by Supervisor Holt, seconded by Supervisor Nussbaum to adjourn the Personnel and Finance Committee meeting. Vote: CARRIED. (5-0)
The meeting was adjourned at 10:24 a.m.

Respectfully Submitted by:
Julie A Barthels
Winnebago County Clerk

The video portion of this meeting is available on the County website:
<https://winnebago.cowi.portal.civicclerk.com>