



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, FEBRUARY 5, 2026**

A. Call to Order

The meeting was called to order by Chairman Cox at 9:09 a.m. in the Susan T. Ertmer Conference Room, 112 Otter Avenue, Oshkosh.

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

Also Present: County Executive Assistant Koby Schellenger, Corporation Counsel Mary Anne Mueller, Paralegal Stephanie Sauter, Director of Administration Jamie Rouch, Director of Finance Paul Kaiser, County Treasurer Amber Hoppa, Risk Management Director Andrew Jennings, Aviation Deputy Director Lucas Locke, Director of Solid Waste Kathy Hutter, Director of Public Health Doug Gieryn, Environmental Health Division Scott Fischer, Park View Health Center Accounting Director Doug Petraszak, Supervisor Frank Frassetto, and County Clerk Julie Barthels
Via TEAMS: Supervisor Don Nussbaum, Danielle Florence, Director of Park View Health Center Linzi Gazga-Parish and Supervisor Frank Frassetto

B. Public Comments

Supervisor Don Nussbaum voiced concern regarding the Lead Abatement Program Coordinator Position being proposed. He would like to know if this is a permanent position or a temporary position. He feels that it should be noted in the resolution and in the fiscal note.

C. Adopt Agenda

Motion by Supervisor Binder, seconded by Supervisor Holt to adopt the February 5, 2026, Personnel and Finance Committee agenda.

Vote: CARRIED. (3-0)

D. Approval of Minutes

1. Approval of January 8, 2026, Meeting Minutes

Motion by Supervisor Holt, seconded by Supervisor Binder to approve the January 8, 2026, Personnel and Finance Committee minutes. Vote: CARRIED. (3-0)

E. Updated Department Reports

1. **Update Department of Administration - Director Jamie Rouch**

Director of Administration, Jamie Rouch, provided an update from her department.

- *Year End Reporting — The year end for 2025 will be closing on February 14th.*
- *Budget Process — Finance is about ready to kick off the start of the 2026 Budget.*
- *Contracts — 3 Waves Contract is coming due for renewal.*
- *Fund Summaries — No report for the 4th quarter until books are closed.*

Director Rouch then took questions from the committee.

2. **2026 Risk Management Insurance Update — Risk Management Director Andrew Jennings**

Risk Management Director, Andrew Jennings provided a presentation on the 2026 Risk Management Insurance.

- *Director Jennings purchases all the insurance for the County except health and benefits.*
- *Major Insurance Coverage: Airport Liability; Cyber Liability; Auto Physical Damage; Excess Workers Comp; Property; and Public Entity Liability Insurance. He explained what is involved with each coverage.*

- *Changes that were Made or Proposed: Purchased a separate cyber liability policy. This increased the coverage and lowered the deductible. They purchased additional coverage for terrorism risk insurance. They are considering purchasing pollution liability coverage. This would be for above and below ground storage tanks that contain oil, diesel and gas.*
- *2026 Insurance Summary: Workers' Comp Insurance increased by 13%; Other increases were based on market increases, increased asset/exposure values, or losses.*
- *Claim Payments: Director Jennings provided graphs of claims that were paid out.*
- *2025 Loss Control Projects: Director Jennings created a vehicle accident review committee. This committee evaluates all incidents involving county vehicles that result in personal injury or property damage exceeding \$500 to determine whether accidents were preventable and recommend appropriate training or corrective actions to prevent similar incidents. He also created a county wide restricted duty program.*

Director Jennings took questions from the committee members.

F. Business Items

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

Motion by Supervisor Binder, seconded by Supervisor Holt to approve the contingency fund request to cover loss on the foreclosed property sale.

County Treasurer, Amber Hoppa, explained the process that she used to foreclose on this property.

- *The County Treasurer and the Finance Department worked together to create a liability account to record all expenses regarding foreclosed properties. Each property has to be handled individually to determine if there is a surplus or loss after the sale of the property.*
- *It was noted that if special charges are in arrears and placed on the property tax bill, those charges will be reimbursed to the county by that municipality.*

Treasurer Hoppa took questions from committee members.

Vote on the Contingency Fund Request to Cover Loss on Foreclosed Property Sale:

CARRIED. (3-0)

2. Budget Amendment — Acceptance of a HUD Lead Abatement Grant for \$4.4M for Winnebago County Public Health

Motion by Supervisor Holt, seconded by Chairman Cox to approve a budget amendment for the acceptance of a HUD Lead Abatement Grant for \$4.4 million for Winnebago County Public Health.

Director of Public Health, Doug Gieryn, explained what this grant entails. He introduced Scott Fisher, the Lead Abatement Program Coordinator.

- *With this grant, they would be able to double the number of families that they can help by testing for lead in their homes.*
- *With the acceptance of this grant, it would provide the funds for an additional employee to aid in this work.*
- *This would allow additional home health activities for the detection of hazards in a home that would have no smoke or carbon monoxide detectors or other allergen contaminants.*

Director Gieryn took questions from the committee members.

Vote on Budget Amendment for Acceptance of a HUD Lead Abatement Grant for \$4.4 million for Winnebago County Public Health. Vote: CARRIED. (3-0)

3. **Table of Organization Change for Public Health — Add one Lead Abatement Program Coordinator**

Motion by Chairman Cox, seconded by Supervisor Holt to approve the table of organization amendment for Public Health to add one Lead Abatement Program Coordinator.

Director of Public Health, Doug Gieryn, explained why this position is needed and how it would be funded.

Vote on Amendment to the Table of Organization for Public Health to Add One Lead Abatement Program Coordinator. Vote: CARRIED. (3-0)

Discussion was held regarding what kind of reports are expected from department heads for the Personnel and Finance Committee regarding budget transfers or amendments and how it affects the Finance Department.

4. **Park View Health Center - Budget Transfer from Labor to Other Operating Expenses**

Motion by Supervisor Holt, seconded by Supervisor Binder for a Budget Transfer from Labor to Other Operating Expenses for Park View Health Center.

Park View Health Center Business Financial Manager, Doug Petraszak, explained why this budget transfer is needed.

- *Park View was not able to fill as many positions as hoped for and needed, so they had to use contract labor to provide care for all the residents.*
- *They are asking to move money from their Labor account to the Other Operating Expenses account to cover these expenses.*

Mr. Petraszak took questions from the committee members.

Vote on the Budget Transfer from Labor to Other Operating Expenses for Park View Health Center. Vote: CARRIED. (3-0)

5. **Parks Department Contingency Fund Request - Repair to Equipment - Toolcat Utility Vehicle Repair**

Motion by Supervisor Binder, seconded by Supervisor Holt for a contingency fund request to repair equipment — Toolcat Utility Vehicle.

Director of Finance, Paul Kaiser, reported for the Director of Parks, Adam Breest as he was not able to attend this meeting.

- *Director Kaiser noted that this piece of equipment broke unexpectedly. The Parks Department would have gone over budget in 2025 had they completed the repairs then. They are requesting money from the contingency fund to repair the utility vehicle as it is used in many different locations within the County.*
- *Supervisor Binder noted that there was a long discussion at the Parks Commission meeting regarding how to pay for these repairs.*
- *Concerns were voiced by the Personnel and Finance Committee that this should have been budgeted for in the Repair and Maintenance Account.*

Director Kaiser and Director Rouch took questions from the committee.

Vote on the Contingency Fund Request for Repair to a Toolcat Utility Vehicle.

Vote: CARRIED. (3-0)

6. **Authorize the Winnebago County Parks Department to Apply for and Accept a Wisconsin Department of Natural Resources Snowmobile Grant for the 2026-2027 Season.**

Motion by Supervisor Cox, seconded by Supervisor Holt to authorize the Winnebago County Parks Department to Apply for and Accept a Wisconsin Department of Natural Resources Snowmobile Grant for the 2026-2027 Season.

Vote to Accept a WI DNR Snowmobile Grant: CARRIED. (3-0)

7. Carryover Requests from County Departments

- Type I Carryovers — Purchase Orders/Contracts/Grants
- Type II Carryovers — Requests from County Departments

Director of Finance, Paul Kaiser, defined what Type I and Type II Carryovers entail.

- *Type I Carryovers are for information and accounting use only. They relate to contracts, purchase orders and grants that will be rolled over from 2025 to 2026.*
- *Type II Carryovers are things that departments have asked to be carried over that have not been completed in the previous year. Some of these are for capital outlay.*

Motion by Supervisor Binder, seconded by Supervisor Holt to accept the Type II Carryover Requests from County Departments.

Vote: CARRIED. (3-0)

G. Honoring Retiring County Employees

1. Commendation for James Hart

Motion by Supervisor Holt, seconded by Binder, to approve the Commendation for James Hart. Vote: CARRIED. (3-0)

2. Commendation for Ron Montgomery

Motion by Supervisor Holt, seconded by Binder, to approve the Commendation for Ron Montgomery. Vote: CARRIED. (3-0)

3. Commendation for Ralph Potratz

Motion by Supervisor Holt, seconded by Binder, to approve the Commendation for Ralph Potratz. Vote: CARRIED. (3-0)

H. Notice of Claims

1. Disallow Notice of Claim from Lyle and Sandra Forsgren, Tusler Law SC, and subroIQ for Damage to their Vehicle

Motion by Supervisor Holt, seconded by Binder, to deny the Notice of Claim from Lyle and Sandra Forsgren, Tusler Law SC, and subroIQ for Damage to their vehicle.

Vote: CARRIED. (3-0)

I. Communications Shared by Committee Members

1. **Discussion and Review of Fund Policy Endnotes**

Supervisor Holt explained why this was being discussed, and proposed adopting the fund policy that she edited, which includes an opportunity fund. It would then be forwarded to the county board for a vote.

Chairman Cox, Supervisor Holt, Supervisor Binder and Director Rouch, had discussion and shared their thoughts and concerns about the Opportunity Fund Policy. A decision was made that Finance and the Personnel and Finance Committee would work together and provide the committee with three different recommendations. They would present the recommendations at a special Personnel & Finance Committee meeting for discussion. After the special meeting, a decision could be made at the March Personnel & Finance Committee meeting. If agreed upon, then a resolution would be drafted and voted on at the County Board meeting in March. The special meeting would allow time for discussion regarding the opportunity fund. The ultimate goal is to revise the policy to make this policy more useful, and make it clearer on how it can be utilized.

After discussion, it was decided to have a special Personnel and Finance Committee meeting on Monday, February 16, 2026, at 10:00 a.m.

2. **EMS Study Contingency Fund?**

The Committee questioned whether any money had been spent on the EMS Study to date. Chairman Cox noted that they were supposed to receive a report back from the study. Director of Administration, Jamie Rouch, noted that no dollars have been spent on this study to date. Matrix Consulting is conducting the study. They sent out a survey to the municipalities and did not receive responses back like they had hoped for. Consultants will be in town the last week of February to personally survey the entities that they did not hear from.

J. **Next Meeting Date: Thursday, March 5, 2026, at 9:00 a.m.**

*Motion by Supervisor Holt, seconded by Supervisor Binder to approve the next meeting date of Thursday, **March 5th at 9:00 a.m.***

*There will be a Special Personnel and Finance Committee meeting on February 16th at 10:00 a.m.
Vote: CARRIED. (3-0)*

*Supervisor Binder noted that your items for the Personnel and Finance Committee meeting agenda must be reviewed by Corporation Counsel at least two weeks before the meeting in **March**. Items are due by **February 19, 2026**.*

K. **Adjourn**

*Motion by Supervisor Binder, seconded by Supervisor Holt to adjourn the Personnel and Finance Committee meeting. Vote: CARRIED. (3-0)
The meeting was adjourned at 11:51 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>*