



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, DECEMBER 5, 2024**

A. Call to Order

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

Roll Call

Members Present: Chairman Morris Cox, Supervisor Don Nussbaum, Supervisor Stefanie Holt, Supervisor Steve Binder, and Supervisor Koby Schellenger

Also Present at the Meeting:

County Board Chairman Tom Egan; Town of Omro Clerk Dana Woods; Supervisor Frank Frassetto; County Treasurer Amber Hoppa; Corporation Counsel Mary Anne Mueller; Sheriff John Matz; Communications Captain Lara Vendola; Human Resource Director Mark Habeck; Director of Administration Jamie Rouch; County Executive's Office Rhys Phillips; and County Clerk Julie Barthels;

On TEAMS: "X"

B. Public Comments

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

Tom Egan, Chairman of the Town of Rushford - Spoke in support of the \$40,000.00 study for Emergency Medical Service for outlying municipalities. The City of Oshkosh raised the fees 1,000 percent in one year.

Frank Frassetto, Chairman of the Town of Black Wolf, gave context regarding the Emergency Medical Service provided by the City of Oshkosh to outlying municipalities. The Town of Black Wolf was paying \$8,800.00. With this increase, it will jump to \$74,000.00 within two years.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adopt the agenda, moving item #F2 after item #F5. CARRIED BY VOICE VOTE. (5-0)

D. Approval of Minutes

1. Approval of Minutes from November 7, 2024

Motion by Supervisor Schellenger, seconded by Supervisor Holt to approve the minutes from November 7, 2024. CARRIED BY VOICE VOTE. (5-0)

E. Directors' Reports

1. General Update on the Department of Administration, Personnel and Funds Overview - Director Jamie Rouch

Jamie Rouch, Director of Administration, has been working with her team to collaborate on policies and procedures practiced in Winnebago County.

- *The 2025 budget and priority-based budgeting were already in place when Director Rouch started. The County will be entering the next phase of priority-based budgeting.*
- *She will be working on the strategic plan and scoring that goes along with priority-based budgeting. She will be working on processes and procedures throughout the County.*
- *Fund Summaries or Summaries by Fund - Director Rouch has worked with this in the past and is accustomed to doing them each month and comparing the figures from year to year.*
- *The Department of Administration is publishing a newsletter that explains what their department is doing and what they have accomplished.*

Director Rouch then took questions from the committee.

2. *Personnel Changes and Updates for Projects or Programs in the Info.Tech. Dept. - Director Jennifer Ruetten*

Jennifer Ruetten, Director of Information Technology (IT), noted that the IT Department appreciates the cooperation they receive from the Department of Administration.

- *The IT Department is in the process of interviewing for an open network technology position.*
- *She has been meeting with Department Heads throughout the county to figure out the best way to work together.*
- *The department is working on Act 235 - Daniel's law. This law will shield public information regarding judges.*
- *They are in the demo stage and interview phase for a new website. The timeline for the new website to be complete will be 6–8 months.*

Director Ruetten then took questions from the committee.

F. Business Items

Action may be taken on any business items.

1. *Authorize \$28,000 from the National Opioid Abatement Settlement Fund for the Purposes of Contracting with Solutions Recovery for the Peer Response Team members.*

Sheriff John Matz presented and explained why the Sheriff's office needs \$28,000 for the STAR program that uses the National Opioid Abatement Settlement Funds.

Motion by Supervisor Holt, seconded by Supervisor Nussbaum to bring this item forward.

Sheriff Matz said that he could provide all the information regarding this program, how the funds have been used, and the success rate that the committee would want.

Chairman Cox asked the Sheriff to provide a brief presentation as to the cost and benefits of this program.

Sheriff Matz then took questions from the committee members.

Vote to Authorize \$28,000 from the National Opioid Abatement Settlement Fund for the Purposes of Contracting with Solutions Recovery for the Peer Response Team Members.

CARRIED BY VOICE VOTE. 5-0.

3. *Update on the Issuance of Surplus Funds from 2022 Tax Sale to Former Owner*

County Treasurer, Amber Hoppa and Corporation Counsel, Mary Anne Mueller explained what they had learned regarding the surplus funds from a 2022 tax foreclosure sale since the last meeting. Act 207 notes that all surplus funds must be returned to the owner at the time of foreclosure.

Ms. Hoppa spoke with Attorney Andy Phillips, and he provided his recommendations that the \$200.00 search and notice fee currently charged should be removed from the ordinance, and it should be listed as monies to be recouped from administrative fees for the foreclosure process. This item needs to move forward to the County Board at their December meeting to

be able to change the ordinance before proceeding with any more foreclosures. Treasurer Hoppa and Corporation Counsel Mueller then took questions from the committee. Corporation Counsel recommended amending the General Code to set the procedures for the foreclosure process, obtain the County Board's approval for the new ordinance and then bring the results of the findings from past foreclosures to the next Personnel and Finance Committee meeting.

4. Amend 3.03 of the Winnebago County General Code Regarding Administration and Management of Tax Deeded Lands
Motion by Supervisor Schellenger, seconded by Supervisor Holt to approve to amend 3.03 of the Winnebago County General Code Regarding Administration Management of Tax Deeded Lands.
County Treasurer, Amber Hoppa, provided information regarding the change to the General Code relating to administration and management of tax-deeded lands. She explained why they might discontinue to have remnant parcels appraised moving forward. The cost to foreclose would exceed the value of the property that could be recouped.
Vote on Amending Ordinance 3.03 of the Winnebago County General Code Regarding Administration and Management of Tax Deeded Lands and forwarding this item on to the County Board. CARRIED BY VOICE VOTE. (5-0)
5. Approve changes to the Unclassified Positions Pay Schedule
Mark Habeck, Director of Human Resources, explained that this item comes to the Personnel and Finance Committee generally once a year.
He explained what positions are included in this pay schedule and how the pay is justified. This item is approved at the committee level and does not need to go to the County Board.
Motion by Supervisor Nussbaum, seconded by Supervisor Holt to approve changes to the Unclassified Positions Pay Schedule.
Director Habeck answered questions from the committee.
Vote to approve the changes to the Unclassified Positions Pay Schedule: CARRIED BY VOICE VOTE. (5-0)
2. Authorize Contingency Fund Use of Up to \$40,000 for the Purpose of a Feasibility Study for County-wide EMS at the Request of Certain Towns
Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve the authorization of contingency fund use of up to \$40,000 for the purpose of a feasibility study for County-wide EMS at the request of certain towns.
Rhys Phillips, County Executive Office, and Dana Woods, Town of Omro Clerk provided a perspective regarding this matter.
The purpose of the study is to provide all the information needed to cover towns, as well as the whole county, for emergency medical service for all the constituents. A feasibility study needs to be completed, that will include all the municipalities in Winnebago County, to determine where the best location would be to benefit the most municipalities. You have to have standardized protocols and then set minimums for different types of equipment. This is governed by state statute.
Questions were asked at the Judiciary and Public Safety Committee meeting, Rhys Phillips provided the Personnel and Finance Committee with answers to those questions.
Supervisor Holt asked to see the scope of the request for proposal for the feasibility study before it is submitted to the municipalities.
Chairman Cox inquired what the length of response time is to provide emergency service to the outlying municipalities, and if there is ever a return of the expenses for the feasibility studies that are done. He suggested that the municipalities should assist in paying for the feasibility study. Mr. Frassetto noted that municipal tax money is provided to the County to cover expenses like this.
Supervisor Schellenger asked what the balance of the contingency fund is, and if other municipalities, other than the ten listed, have been solicited for opinions regarding being included in a county wide emergency medical service. Rhys Phillips noted that he has

contacted other counties that are currently using a county wide emergency service. Supervisor Schellenger feels that it would be wise to contact and alert the other municipalities. He noted that the county, in the past, went forward with an item without notifying persons involved, and it was not accepted very well. Supervisor Holt would like the Personnel and Finance Committee to have a copy of the feasibility study when it is completed. Rhys Phillips continued to take questions from the committee. Vote to Authorize Contingency Fund Use of Up to \$40,000 for the Purpose of a Feasibility Study for County-wide EMS at the Request of Certain Towns. CARRIED BY VOICE VOTE. (5-0)

G. Honoring Retiring County Employees

1. Commendation for William Anthes
Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the commendation for William Anthes. CARRIED BY VOICE VOTE. (5-0)
2. Commendation for Deborah (Debby) Blankenship
Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the commendation for Deborah Blankenship. CARRIED BY VOICE VOTE. (5-0)
3. Commendation for Brenda Dittmer
Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the commendation for Brenda Dittmer. CARRIED BY VOICE. (5-0)
4. Commendation for Kristen Lemke
Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the commendation for Kristen Lemke. CARRIED BY VOICE VOTE. (5-0)
5. Commendation for Lori Seiler
Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the commendation for Lori Seiler. CARRIED BY VOICE VOTE. (5-0)
6. Commendation for Dr. David Zerrien
Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve the commendation for Dr. David Zerrien. CARRIED BY VOICE VOTE. (5-0)

H. Next Meeting Date: Thursday, January 9, 2025

Items for the Personnel and Finance Committee meeting that go thru Mary Anne Mueller, Corporation Counsel's Office, for the Personnel and Finance Agenda are due by Thursday, December 19, 2024.

I. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Holt to adjourn. CARRIED BY VOICE VOTE. (5-0)
The meeting adjourned at 10:57 a.m.

*Submitted by:
Julie A. Barthels
Winnebago County Clerk*

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