



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, FEBRUARY 6, 2025**

A. Call to Order

The meeting was called to order at 9:00 a.m. in the Susan T. Ertmer room at 112 Otter Avenue, Oshkosh.

Roll Call: Chairman Morris Cox, Supervisor Don Nussbaum, Supervisor Stefanie Holt, Supervisor Steve Binder and Supervisor Koby Schellenger

Also Present: County Executive Jon Doemel, Sheriff John Matz, Director of Administration Jamie Rouch, Medical Examiner Cheryl Brehmer, Director of Finance Paul Kaiser, Director of Facilities and Property Management Mike Elder, Director of Human Resources Mark Habeck, Highway Commissioner Bob Doemel, Director of Information Technology Jennifer Ruetten, Public Policy Paralegal Rhy Phillips, Director of Emergency Management Eric Rasmussen, UWEX County Administrative Associate Amy Hendrickson, Park View Health Center Accounting Director Doug Petraszak, Director of Human Services Dr. Bill Topel, County Clerk Julie Barthels;

On TEAMS: Communications Captain Lara Vendola, Public Health Beverly Shuharski, Park View Health Center Kimberly Schug, Director of Aviation Jim Schell, Clerk of Courts Desiree Bongers

B. Public Comments

No public comments.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adopt the agenda with the addition of Executive Doemel being allowed to speak on an update of Federal Funding Pause. CARRIED BY VOICE VOTE. (5-0)

Federal Grant Pauses - Jon Doemel, County Executive, provided a brief update on the federal grant pauses and how it has or will affect the county. Executive Doemel's office, the Department of Human Services, Child Support, Public Health and other Departments have been in contact with federal and state representatives regarding this issue. They will continue to monitor updates and expect to learn additional information at the WCA and NACo Conferences. Executive Doemel answered questions from the committee.

D. Approval of Minutes

1. Approval of Minutes for January 9, 2025

Motion by Supervisor Holt, seconded by Supervisor Schellenger to approve the minutes for January 9, 2025, with some corrections to spelling errors. VOTE TO APPROVE: 5-0

E. Department Reports & Updates

1. Information Technology Department

Director of Information Technology, Jennifer Ruetten gave a report on her department.

- *Staffing: At this time, they are fully staffed. Two new employees were just hired for the Help Desk.*
- *General Project Updates: Finishing up with connectivity at the coroner's office. There will be a phone system assessment coming soon. This will be a capital improvement project. Current phones will not be supported going forward. The department is continuing to work on SharePoint, the website project, and the Windows 11 updates. Director Ruetten brought forward the grant for multi-factor authentication. She hopes to be reimbursed for the monies that were expended for this project.*
- *Progress on Application Administrator Position: Dia Yang was assigned to this position. She has signed up for training thru Tyler/Munis. She continues working on many projects throughout the County and is conducting an inventory of applications throughout the county. Director Ruetten then took questions from the committee*

2. Department of Administration

Jamie Rouch, Director of Administration, created a fund summary report of the major funds for the committee.

- *The purpose of the fund summary report is to provide a report that is simple to read and easy to understand.*
- *General Funds: The information in this report is the most current data to date. The intent is to provide this report monthly on the County's website. The goal is for supervisors to see categorized revenues and expenditures by departments to get a clearer picture of how the figures compare to the budget. Director Rouch feels that the best practice is to have two to three months of operating expenditures and then review the reserve to determine where the contingency fund balance should be. She noted how she would set the reserve to be prepared for the unknown. The forecast will be to provide a separate document with a five-year proposal.*
- *Advertising Agreement - In the past, there were three different newspapers that the County would use for advertising: Oshkosh Herald, Neenah News and the Winneconne News. The Public Health Department was the primary user of that spot, and they no longer need it. It would be roughly \$12,000 a year to be able to have a spot in those three newspapers. Winnebago County departments could use it to advertise special events that the county is supporting. The notices will be monitored and submitted by the social media team. Director Rouch noted that the funds would come from the contingency fund for this year if approved.*

Director Rouch then took questions from the committee.

3. Finance Department

Paul Kaiser, Director of Finance discussed the following items:

- *Training for the Tyler Software program for employees that use it. There are tools within this software program that have not been utilized to date. The hope is that this training will be very beneficial.*
- *Year End Information: The final month, December 2024, will be closed by February 18, 2025. Auditors will be here in April. Form A is due by May 15. The audit report will be done by July 31. Another report is now required for Park View Health Center. Director Kaiser would like to see this time frame change in the future. He would like to see the County estimate the additional monies that come in for the previous year, right after the end of the year.*
- *Budget transfers will also be presented in March to the Personnel and Finance Committee. Director Kaiser defined what Type 1 and Type 2 Carryovers are. Some of the Purchase Order carryovers have been received in the open period or the 13th period.*

Director Kaiser then answered questions from the committee.

4. Human Resources Department

Mark Habeck, Director of Human Resources, provided his report to the committee.

- *Numbers: 369 employees were hired in 2024; 341 employees were hired in 2023; 2019 - 2023: Five year period averaged 301 employees were hired in a year. Human Resources is doing everything they can to fill vacancies in the county.*
- *Human Resources just hired a Payroll and Hiring Specialist. A new Administrative Associate was hired to handle FLMA leaves. A new Human Resource Generalist will start next week. The Human Resources department has quite a few people in training. They just finished getting the W-2's ready to hand out.*
- *Project Update Online Application - Working with Tyler ERP system to provide project management to help set up this system. There will not be any additional expense to be able to include this part of the program. Human Resource employees met with the City of Oshkosh who is currently using this system. The department is looking at dates in April to work with Tyler. The first application done electronically depends on when everything is scheduled with Tyler and training.*

Director Habeck answered questions from the committee.

F. Business Items

Action may be taken on any business items.

1. *Information Only: Personnel & Budget Impacts on Entering into an Intergovernmental Agreement with municipal police agencies to staff the Marine Unit.*

Motion by Supervisor Nussbaum, seconded by Supervisor Holt to discuss Personnel and

Budget Impacts on Entering into an Intergovernmental Agreement with Municipal Police Agencies to Staff the Marine Unit. This item would utilize other municipal police agencies to aid in the marine patrol unit coverage for weekends and holidays during the boating season. The Sheriff's Department would reimburse the municipal departments for their labor, and between 55 and 75% would be reimbursable from the State. Part of the reimbursement could include benefits. The Sheriff's Department has budgeted for the overtime for this item. There are some new ordinances coming from the City regarding the river and this will change some of the enforcements. Sheriff Matz answered questions from the committee.

Supervisor Holt left the meeting at 10:31 a.m.

This resolution will be presented to the entire County Board, but did not have to be voted on by this committee.

2. Action on Type II Carryover Requests from County Departments

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

- Airport - \$55,600
- Emergency Management - \$4,600
- Park View Health Center - \$85,900
- Sheriff's Office - \$4,500
- Solid Waste - \$200,000
- UW-Extension - \$1,972

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt

3. Approve 2024 Budget Category Transfers Authorized Under Wisconsin State Statute 65.90(5)(b)

Motion by Supervisor Schellenger, seconded by Supervisor Binder to approve Budget Category Transfers authorized under WI St Statutes 65.90(5)(b). Supervisor Schellenger asked Director Kaiser to break out contractual labor from just labor.

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt.

4. Contingency Fund Requests for the 2024 Medical Examiner Budget

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger for the contingency fund request for the 2024 Medical Examiner Budget for labor budget category for \$26,000. Medical Examiner Brehmer explained the reason for the need for this transfer. Of the \$26,000, \$15,607 was actually approved at the July 3, 2024, Personnel and Finance Committee meeting. This involved changing an administrative associate position to a deputy position. The remaining balance is \$9,454 that is needed for additional health insurance coverage due to the marriage of the medical examiner. \$17,780.00 was recorded for transportation for 2024. The total amount, \$83,870, was for transportation and storage. Motion by Supervisor Schellenger, seconded by Supervisor Nussbaum to amend the medical examiner's operating budget from \$7,000 to \$18,000.

VOTE TO APPROVE AMENDMENT: 4-0; Absent: Supervisor Holt.

VOTE TO APPROVE AS AMENDED: 4-0; Absent: Supervisor Holt

5. 2025 Contingency Fund Request of \$12,000 for Advertising County Programs in the Oshkosh Herald, Winneconne News, and Neenah News

Motion by Supervisor Binder, seconded by Supervisor Schellenger to request \$12,000 from the Contingency Fund for Advertising County Programs in the Oshkosh Herald, Winneconne News and Neenah News.

The committee would like to see all departments benefit from this advertising.

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt.

6. Authorization to Increase the Number of Employees Established in the Department of Human Services by Five (5) for the Purposes of the Homelessness, Eviction, and Loss Prevention (HELP) Program

Motion by Supervisor Schellenger, seconded by Supervisor Binder to Authorize an Increase in the Number of Employees Established in the Department of Human Services by Five for the

Purposes of the Homelessness, Eviction, and Loss Prevention (HELP) Program.
Dr. Bill Topel, Human Services Director, provided information regarding the need to increase the number of employees. The HELP program is an attempt to eliminate people from becoming homeless. There will be Medicaid money to help cover these positions. This will take current employees who are at a project status to a permanent status. No budget transfer will be needed at this time. The Human Services Committee voted 7-0 in favor of this increase in employees.

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt

7. Notice of Claim from Matt Smits

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to deny the notice of claim for Matt Smits.

VOTE TO APPROVE DENIAL OF NOTICE OF CLAIM: 4-0; Absent: Supervisor Holt

G. Honoring Retired County Employees

1. Commendation for Tammy Steier

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve the commendation for Tammy Steier.

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt.

2. Commendation for Steven Navis

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve the commendation for Steven Navis.

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt.

3. Commendation for Kevin Karns

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve the commendation for Kevin Karns.

VOTE TO APPROVE: 4-0; Absent: Supervisor Holt.

H. Next Meeting Date: Thursday, March 6, 2025

Next meeting date is scheduled for March 6, 2025.

Items are due by Thursday, February 20, 2025.

VOTE TO APPROVE NEXT MEETING DATE: 4-0; Absent: Supervisor Holt

I. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adjourn the February 6, 2025, Personnel and Finance Committee meeting.

VOTE TO ADJOURN: 4-0; Absent: Supervisor Holt

The meeting was adjourned at 11:07 a.m.

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

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