



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, JUNE 5, 2025**

A. Call to Order

The meeting was called to order by Chairman Morris Cox at 9:03 a.m. in the Susan T. Ertmer Conference Room at 112 Otter Avenue, Oshkosh.

Members Present: 5 - Chairman Morris Cox, Supervisor Don Nussbaum, Supervisor Stefanie Holt (left at 9:35 am), Supervisor Steven Binder and Supervisor Nate Gustafson.

Also Present at the Meeting: Gordon Hintz, County Executive, Koby Schellenger, Assistant to the County Executive, Mary Anne Mueller, Corporation Counsel, Truitt Landolt, Paralegal Corporation Counsel, Jamie Rouch, Director of Administration, Paul Kaiser, Finance Director, Mark Habeck, Human Resources Director, Jennifer Ruetten, IT Director, John Matz, Sheriff, Lara Vendola, Communications Captain, Walt Ulbricht, County Board Supervisor, District 3, Richard Beal, City of Neenah Resident, Public Health Director Doug Gieryn (via TEAMS), and Julie Barthels, County Clerk

B. Public Comments

There were no public comments.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Holt to adopt the agenda for June 5, 2025. Vote to Approve the Agenda. AYES: 5; NAYES: 0; ABSENT: 0. CARRIED. (5-0)

D. Approval of Minutes

1. Approval of May 1, 2025, and May 20, 2025, Meeting Minutes

Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve minutes from May 1, 2025.

Vote to Approve the May 1, 2025, Minutes. AYES: 2; NAYES: 0; ABSTAIN: 3 - Gustafson, Holt, and Binder. FAILED. (2-0-3).

This item will be brought back to the July 3, 2025, Personnel & Finance Committee meeting.

Motion by Supervisor Holt, seconded by Supervisor Nussbaum to approve minutes from May 20, 2025.

Vote to Approve the May 20, 2025, Minutes. AYES: 4; NAYES: 0; ABSTAIN: 1 - Gustafson. CARRIED. (4-0-1).

E. Updated Department Reports

1. Information Technology Update - Jennifer Ruetten, Director of I.T.

Jennifer Ruetten, IT Director, provided updates on the following topics:

- Website project – in working phases; Providing plain language courses to employees*
- UW Oshkosh Fox Cities Campus – meeting with partners to come up with a work plan for this facility.*
- Fiber Drive Thru and Agreements – Working with Contractor.*
- Budget Planning that included a budget request for CIP.- Provided information to other departments for their budgets.*

Director Ruetten then took questions from the committee members.

2. Human Resources Update - Mark Habeck, Director of Human Resources

Mark Habeck, Human Resources Director, provided updates on the following topics:

- *Human Resources Staffing – New staff member starting next week.*
- *Online Application Project – Working with their vendor to fix an issue.*
- *New Hire Report – Provided a report for the committee.*

Director Habeck then took questions from the committee members.

3. Finance Department - Paul Kaiser, Director of Finance

Paul Kaiser, Finance Director, provided updates on the following topics:

- *General Fund – Provided the balance of the unassigned general fund.*
- *2024 Audit. – The audit is not complete.*

Supervisor Holt left the meeting at 9:35 a.m.

F. Business Items

1. Authorize a Budget Transfer in the Amount of \$240,000 for the implementation of a vehicle leasing program for the Facilities Department

Motion by Supervisor Nussbaum, seconded by Supervisor Gustafson to authorize a budget transfer in the amount of \$240,000 for the implementation of a vehicle leasing program for the Facilities Department.

This resolution would move \$240,000 from the Capital Improvement Account to the Operational Account. This would be to lease vehicles from Enterprise versus purchasing vehicles. The vote on this resolution was 5-0 at the Facilities and Property Management Committee.

Vote to Approve. AYES: 3; NAYES: 1 - Binder; ABSENT: 1 - Holt. CARRIED. (3-1).

2. Authorize the Sheriff's Office to Accept a grant of \$9,641.88 from the Capital Credit Union Elevate Communities grant program to purchase five replacement automated external defibrillators

Motion by Supervisor Gustafson, seconded by Supervisor Binder, to authorize the Sheriff's Office to accept a grant of \$9,641.88 from the Capital Credit Union Elevate Communities grant program to purchase five replacement automated external defibrillators.

Lieutenant Tim Eichman reported that the Sheriff's Department needs to upgrade the current defibrillators that they have. They found this grant through Capital Credit Union.

Vote to Approve. AYES: 4; NAYES: 0; ABSENT: 1 - Holt. CARRIED. 4-0.

3. Approval of a Budget Amendment of \$870,000 from General Fund Balance to UW-FCC and Acceptance of any Revenue

Motion by Supervisor Binder, seconded by Supervisor Gustafson, for approval of a budget amendment of \$870,000 from General Fund Balance to UW-FCC and acceptance of any revenue.

Discussion was held regarding how the expenses for the UW Fox Cities Campus facilities would be covered by Winnebago County.

Vote to Approve. AYES: 4; NAYES: 0; ABSENT: 1 - Holt. CARRIED. 4-0.

G. Honoring Retiring County Employees

Motion by Supervisor Gustafson, seconded by Supervisor Nussbaum to approve the commendations for Stacey Carlson and Brian Konkel.

Vote to Approve. AYES: 4; NAYES: 0; ABSENT: 1 - Holt. CARRIED. 4-0.

H. Notice of Claims

1. Notice of Claim from Optum Rx, Inc.

Motion by Supervisor Binder, seconded by Supervisor Nussbaum to deny the notice of claim from Optum Rx, Inc.

Vote to approve the denial of claim: AYES: 4; NAYES: 0; ABSENT: 1 - Holt. CARRIED. 4-0.

I. Next Meeting Date: Thursday, July 3, 2025

The next meeting date is scheduled for July 3, 2025.

Items are due by Thursday, June 19, 2025.

Motion by Supervisor Gustafson, seconded by Supervisor Binder to approve the next meeting date.

Vote on next meeting date. AYES: 4; NAYES: 0; ABSENT: 1 - Holt. CARRIED. 4-0.

J. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Gustafson to adjourn.

The meeting was adjourned at 10:18 a.m.

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

<https://winnebagoowwi.portal.civicclerk.com>

Respectfully Submitted by:

Julie A. Barthels

Winnebago County Clerk