



Winnebago County

The Wave of the Future

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

A. Call to Order

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

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

Also Present: County Executive Assistant Koby Schellenger, Corporation Counsel Mary Anne Mueller, Director of Administration Jamie Rouch, Director of Finance Paul Kaiser, Director of Human Resources Mark Habeck, Director of Veterans Services Delmer Volpel, Sheriff John Matz, Captain Lara Vendola, Lieutenant Tim Eichman, Lieutenant Darin Rice, County Board Supervisor Tim Paterson; Deputy Director Human Services Renee Soroko; and County Clerk Julie Barthels

B. Public Comments

Chairman Cox asked Supervisor George Bureau to introduce himself as the newest member of the Personnel and Finance Committee.

Supervisor Bureau gave a brief background on himself.

Chairman Cox noted that vote sheets were handed out from the Judiciary and Public Safety Committee meeting held on November 3, 2025, for resolutions regarding the Sheriff's Department resolutions for the Town of Clayton, the purchase of a squad car, and the 5-year purchase agreement with Axon Enterprise.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Holt to adopt the agenda for the November 6, 2025, Personnel and Finance Committee meeting. CARRIED. (5-0).

D. Approval of Minutes

1. Approval of October 2, 2025, Meeting Minutes

Motion by Supervisor Holt, seconded by Supervisor Binder to approve the minutes of the October 2, 2025, Personnel and Finance Committee meeting. CARRIED. (4-0-1)

ABSTAIN: 1 - Supervisor Bureau.

E. Updated Department Reports

1. Administration — Jamie Rouch, Director of Administration

Director of Administration, Jamie Rouch, gave an update for the Administration Department. Fund Summaries:

- *The department started at the end of last year to provide fund summary reports. These are posted on the County's website so the public is able to see how the budget compares to fund summaries. She will be adding the Opioid Fund and the Spirit Fund soon. The UW Fox Cities campus is not complete on the report.*

Director Rouch took questions from committee members.

Supervisor Holt and Supervisor Bureau asked Director Rouch to provide additional columns to her report to show where departments are in their prospective budgets at this time of the year.

2. Finance - Paul Kaiser, Director of Finance

Director of Finance, Paul Kaiser, reported that he had a phone call with Moody's regarding the bonding and how it would be written, and the County's credit rating.

3. Human Resources Update - Mark Habeck, Director of Human Resources
Director of Human Resources, Mark Habeck gave a report for his department.
HR Staffing Update:
 - *There will be two vacancies in his department. One will be resigning in December, and one in February. Will need to focus on training.*

On-line Application Project:

- *Due to lack of staffing and technical issues, this project has not been utilized. Their goal is to have it up and running as soon as possible.*

New Hire Report:

- *Director Habeck provided this report to the committee. The Human Services Project Coordinator is working on an automated process for this report.*

***Notes from Committee Chairperson:*

- *Chairman Cox noted that there were items missing in the budget book this year: the table of organization; the compensation schedule; and the boards and committees of jurisdiction. He feels that they should be included each year.*
- *Director Rouch noted that they are following the GFOA guidelines and criteria to make sure that our budget report is certified.*
- *The items that Chairman Cox was requesting can be entered in the proposed budget book but not the final book.*

F. Business Items

1. Approve Budget Transfer of \$10,000 from the Contingency Fund to Veteran's Services to Allow Small Relief Payments or Grocery Vouchers to Veteran's Experiencing Hardship.
County Executive Assistant, Koby Schellenger, brought a request from the Veterans Service to the committee.

A \$10,000 transfer from the contingency fund to the Veteran's Relief Assistance fund line item to be able to provide assistance to veterans.

With the federal shutdown and delays, there has been an increased need for assistance. Director of Veterans Services, Del Volpel, provided additional information as to why and how this additional funding is needed.

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to approve a budget transfer of \$10,000 from the Contingency Fund to Veteran's Services to Allow Small Relief Payments or Grocery Vouchers to Veterans Experiencing Hardship.

Tim Paterson noted that this budget transfer is supported by the Chairman of the Veterans Committee. The money that is being requested is for the year 2025. has been included in the 2026 budget for next year.

Vote: CARRIED. (5-0)

2. Approve Budget Transfer of \$20,000 from the Contingency Fund to the Department of Human Services to Issue Small Relief Payments or Grocery Vouchers for those Experiencing Hardship

County Executive Assistant, Koby Schellenger, brought a request from the Human Services Department to the committee.

The Human Services Department is asking for this money to provide additional relief benefits within programs that were already running and in place.

Human Services Deputy Director, Renee Soroko, noted that Human Services provides \$2.7 million in SNAP dollars to Winnebago County.

Motion by Supervisor Binder, seconded by Supervisor Holt to approve a budget transfer of \$20,000 from the Contingency Fund to the Department of Human Services to Issue Small Relief Payments or Grocery Vouchers for those Experiencing Hardship.

Vote: CARRIED. (5-0)

3. Authorization for the Sheriff's Office to enter into an Agreement with Town of Clayton for Contracted Police Patrol Service.

Lieutenant Darin Rice provided information regarding the details of this agreement with the Town of Clayton. The Sheriff's office already has a contract with the Town of Winneconne. This service would provide 20 hours of police protection a month for the Town

of Clayton. The Sheriff's office will be able to enforce the town's ordinances and act on them. It will generate \$12,000.00 of revenue for the Sheriff's Department. Lieutenant Rice took questions from the committee members.

Motion by Supervisor Holt, seconded by Supervisor Binder to authorize the Sheriff's Office to enter into an Agreement with the Town of Clayton for Contracted Police Patrol Service. Vote: CARRIED. (5-0)

4. Authorization for a budget transfer within the Sheriff's Office budget to purchase a used squad from the Town of Winneconne.

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to authorize a budget transfer within the Sheriff's Office budget to purchase a used squad from the Town of Winneconne.

Lieutenant Darin Rice gave a brief overview of the vehicle in question. The Town of Winneconne has disbanded their police protection and has a vehicle that they would like to get rid of. This would allow the Sheriff's Department to replace the newer vehicle with an older vehicle in their fleet.

Vote: CARRIED. (5-0)

5. Authorize the Winnebago County Sheriff's Office to enter into a 5-year purchase agreement with Axon Enterprise Inc., for the purchase of Tasers and related equipment and services.

Lieutenant Tim Eichman asked for approval to authorize a 5-year agreement with Axon Enterprise, Inc. for the purchase of Tasers and related equipment and services. This agreement would start after the first of the year (2026). This will be at the fixed rate of 2025 prices. The vendor has offered to secure the pricing until the middle of December 2025.

Motion by Supervisor Binder, seconded by Supervisor Bureau to authorize the Winnebago County Sheriff's Office to enter into a 5-year purchase agreement with Axon Enterprise, Inc. for the purchase of Tasers and related equipment and services.

Vote: CARRIED. (5-0)

G. Honoring Retiring County Employees

No commendations for the month of November.

H. Notice of Claims

1. Notice of Claim from Gerald M. Freelon, Progressive Ins. on behalf of Claimant Jacob Ganther

Motion by Supervisor Bureau, seconded by Supervisor Nussbaum to approve the denial of the notice of claim from Gerald M. Freelon, Progressive Insurance on behalf of Claimant Jacob Ganther. Vote: CARRIED. (5-0)

I. Next Meeting Dates:

1. A special meeting for the Personnel and Finance Committee will be held on November 18th at 5:15 prior to the Winnebago County Board of Supervisors meeting at the Winnebago County Courthouse, 415 Jackson Street, Oshkosh.

Motion by Supervisor Cox, seconded by Supervisor Binder to approve the date and time for the next meeting on November 18, 2025, at 5:15 p.m. Vote: CARRIED. (5-0)

2. The Regular Personnel and Finance Committee meeting will be held on December 4, 2025, at 9:00 a.m. in the Susan T. Ertmer Conference Room, 112 Otter Avenue, Oshkosh.

Motion by Supervisor Cox, seconded by Supervisor Binder to approve the date and time of the December 4, 2025, Personnel and Finance Committee meeting. Vote: CARRIED. (5-0)

J. Adjourn

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

The meeting was adjourned at 10:13 a.m.

Respectfully Submitted by:

Julie A. Barthels

Winnebago County Clerk

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

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