



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 3, 2024**

A. Call to Order

The meeting was called order by Chairman Cox at 9:02 a.m..

PRESENT: Chairman Morris Cox, Supervisor Koby Schellenger, Supervisor Steve Binder, Supervisor Don Nussbaum;; ABSENT: Supervisor Stephanie Holt

Also PRESENT: Jennifer Ruetten, Interim Director Information Technology;; Jay Schaefer, Information Technology; Kathryn Hutter, Director of Solid Waste; Mike Elder, Director of Facilities and Property Management; Cheryl Brehmer, Medical Examiner; Mary Anne Mueller, Corporation Counsel; Kim Bullington, Corporation Counsel; Mark Habeck, Director of Human Resources; and Paul Kaiser, Director of Finance

B. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adopt the agenda. CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt.

C. Public Comments

*Restricted to Items on the Agenda with a Limit of Two Minutes per Person
No comments from the public.*

D. Approval of Minutes

1. June 6, 2024 Meeting Minutes

Motion by Supervisor Schellenger, seconded by Supervisor Nussbaum to approve the minutes from June 6, 2024. CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt.

E. Business Items

Action may be taken on any business items.

1. General Fund and Investment Report -- Finance Director

Paul Kaiser, Director of Finance, gave his report to the committee.

The general reserve at the end of 2023 was \$35.5 million. This reflects close to a 32% fund reserve policy. He feels this is a healthy balance for the county.

He made one investment in June. He wants to look into investing more in the future to benefit the county.

*Director Kaiser gave a report on the fire department radios. He commends the Sheriff's Department, and especially Captain Lara Vendola for her help with this project. They came back with ~~\$260,000~~ **\$360,000.00** under what was appropriated. This money will stay in the Spirit fund for additional use.*

Director Kaiser discussed the Spirit Fund Allocations Planning Document. The Town of Vinland is the only one waiting for municipal funding. They are planning two road projects that will be completed this year that this money will be used for. Twelve of the fourteen fire stations have been paid. He is waiting for Utica and Boom Bay. Utica just submitted their paperwork. He has not been able to connect with Boom Bay.

Director Kaiser discussed payments to non-profits and municipalities. He noted the parties

that were paid on June 28th, and ones that were paid prior to June 28th. The City of Menasha and the City of Neenah had changes to their Memorandum of Agreements. These are being looked at by Corporation Counsel.

Director Kaiser then took questions from the committee.

2. Authorize Winnebago County to apply for and appropriate \$75,000 from the State and Local Cybersecurity Grant Program into the 2024 Adopted County Budget Operating Expense Category of the Information Technology Department

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve.

Jennifer Ruetten, Information Technology Interim Director, provided information regarding this grant regarding cybersecurity. This grant was brought forward by Wisconsin Emergency Management and the Division of Administration. This will allow the county to expand cybersecurity. This will require the use of authenticator codes or fobs. Director Ruetten feels that their department will be able to cover any training that would be required to use the extra codes or devices. This will mean an extra step for employees, but the security it adds is beneficial.

Ms. Ruetten and Mr. Schaefer then took questions from the committee.

VOTE CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt

3. Approval of Budget Transfer: \$15,607 from the 2024 Adopted County Budget Labor Contingency Fund to the Labor Expense Category for the Medical Examiner's Office.

Motion by Supervisor Binder, seconded by Supervisor Nussbaum to approve.

Cheryl Brehmer, Medical Examiner, is looking to eliminate her administrative associate/deputy position and add a deputy position through the end of this year. With the 2025 budget, she will make the adjustment for this position. This position will become a full-time position.

VOTE: CARRIED BY VOICE VOTE. (4-0) Absent: Supervisor Holt

4. Approval of Budget Transfer: \$40,000 from the 2024 Solid Waste Contingency Fund to the Capital Outlay Budget Category for the Solid Waste Department to replace Pit Truck Scale.

Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve.

Kathryn Hutter, Solid Waste Director, introduced herself to the committee.

During the budget last year, they were looking for funding to purchase a Pit Truck scale. This scale requires semi-annual inspection and needs to be certified by the Department of Agriculture, Trade and Consumer Protection. It has been discovered that the scale has extremely rusted beams and spreaders. Director Hutter noted that 65% of their traffic crosses this scale. They operate more efficiently with two scales.

She noted that they have a reservation fund that provides \$300,000 that is set aside for capital projects. Ms. Hutter then took questions from the committee.

VOTE: CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt

5. Approve Clinical Dietician Reclassification Request

Motion by Supervisor Schellenger, seconded by Supervisor Nussbaum to approve.

Mark Habeck, Director of Human Resources, provided an updated report regarding reclassifications.

He explained the requirements for the Clinical Dietician position. If approved for a grade increase, it wouldn't affect the newly hired position.

Grades take into consideration levels of education and the significance of experience.

Director Habeck explained the reasoning for re-slotting and re-classifying positions.

Director Habeck then took questions from the committee.

VOTE: AYES: 2 NAYES: 2. ABSENT: 1 - Supervisor Holt. FAILS. This position will stay in Grade 65.

6. Commendations of Retired County Employees

- Commendation for Jim Goggins

*Motion by Supervisor Binder, seconded by Supervisor Schellenger.
VOTE: CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt*

- Commendation for Keri Willenkamp

*Motion by Supervisor Binder, seconded by Supervisor Schellenger.
VOTE: CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt*

- Commendation for Tara Berry

*Motion by Supervisor Binder, seconded by Supervisor Schellenger.
VOTE: CARRIED BY VOICE VOTE. (4-0) ABSENT: Supervisor Holt*

F. Next Meeting Date: Thursday, August 1, 2024

Motion by Supervisor Schellenger, seconded by Supervisor Binder to have the next meeting on August 1, 2024, at 9:00 a.m.

G. Adjourn

Items for the Personnel & Finance Committee meeting that go thru Mary Anne Mueller, Corporation Counsel Office, are due by Thursday, July 18, 2024.

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger. CARRIED By VOICE VOTE. (4-0) ABSENT: Supervisor Holt.

Submitted by: Julie A. Barthels, Winnebago County Clerk