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**(920) 232-3430**

**NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING**

NAME OF COMMISSION,  
BOARD OR COMMITTEE: AD-HOC STRUCTURE REVIEW TASK FORCE

TIME OF MEETING: 6:00 pm

DATE OF MEETING: Thursday, May 25, 2023

PLACE OF MEETING: Winnebago County Administrative Building  
112 Otter Avenue, Oshkosh WI  
Room 120

**To join this Zoom Meeting via video, use this link:**

<https://us02web.zoom.us/j/87800561066?pwd=TkdrK1BMWnhTci8yb2NUYkjhVVRUdz09>

**Meeting ID: 878 0056 1066      Passcode – Task052523**

**To join this meeting by telephone (312) 626-6799 and enter the Meeting ID: 878 0056 1066  
Passcode 3267313217**

**SUBJECT MATTER OF THE MEETING**

***NOTE: Members are encouraged to bring their materials from the last meeting.***

1. Call to order.
2. Consideration of Minutes of May 11, 2023 meeting.
3. Chair comments on meeting and agenda organization by Supervisor Floam.
4. Public comments within jurisdiction of committee.
5. Communications shared by Committee Members.
6. Closed Session:
  - a. Pursuant to Section 19.85(1)(g), Wisconsin Statutes, at this point in the meeting the Task Force shall consider a motion to convene into closed session for the purpose of reviewing confidential committee, commission and board structure questionnaire responses.
7. Return to open session and resume regular business.
8. Discussion: Discussing the sum of our research.
9. Consideration/Vote: Recommendations to the Judiciary and Public Safety Committee on structure options for the Winnebago County Board.
10. Next Meeting Date.
11. Adjourn.

**\*\*This meeting is also being posted as a committee meeting for:**

- **Judiciary & Public Safety Committee**
- **Winnebago County Board of Supervisors**

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk.  
Phone Number: (920) 232-3430

## AD-HOC STRUCTURE REVIEW TASK FORCE MEETING

May 11, 2023

Winnebago County Administration Building  
112 Otter Avenue, Oshkosh, WI

Members Present: Jacob Floam, Brian Defferding, Paul Eisen, Maribeth Gabert, and Conley Hanson

Guests: Supervisor Jim Wise

Zoom: Shanah Zastera

1. Meeting called to order by Chairman Jacob Floam at 9:31 a.m.
2. **Consideration of Minutes of April 27, 2023 meeting:**

Motion by Supervisor Gabert, seconded by Supervisor Defferding to approve April 27, 2023 minutes. CARRIED BY VOICE VOTE.
3. **Chair Comments on Meeting and Agenda Organization by Supervisor Floam:**

Chairman Floam noted that a survey will be sent to the Winnebago County Department Heads. It should be returned by May 18, 2023 to be presented at the May 25, 2023 Ad Hoc Task Force meeting for discussion.
4. **Public Comments within Jurisdiction of Committee:**

Supervisor Gabert questioned if this was for standing committees only, or if it includes the Commissions and Boards. Other Supervisors have contacted her with comments regarding this task force.

Supervisor Wise noted that the Ad Hoc Task Force on Per Diems would like to work closely with this task force to determine how to set up the per diem structure.

Supervisor Eisen stated that the focus of this task force is on the standing committees, but it is hard to separate the standing committees from the commissions and boards. He would like to see the task force consider the concept of groups.

Supervisor Zastera thanked the task force for all their hard work. She thanked them for having the County Executive from Fond du Lac at their last meeting.
5. **Communications Shared by Committee Members:** No comments.
6. **Consideration/Vote: Getting Feedback from Department Heads on Committee Restructuring via a Multiple-Choice Questionnaire:**

Motion by Supervisor Hanson, seconded by Supervisor Defferding to introduce the questionnaire.

Supervisor Floam provided the task force with the questionnaire that he is proposing for the department heads of Winnebago County. Discussion was held regarding the questions asked on the questionnaire.

Supervisor Gabert requested to have the commissions and boards included.

Supervisor Hanson agrees that the Department heads should have a say in the way the Committee structure could be changed.

Supervisor Wise recommended to make sure that no names are included with the surveys.

Supervisor Eisen inquired about having the questionnaire be confidential and the next meeting of this task force, May 25, 2023, would have to go in to closed session while discussing

the questionnaire. Supervisor Eisen noted that he would not be able to attend the next meeting in person, but hoped to attend via ZOOM.

Supervisor Floam would like to invite Corporation Counsel, Mary Anne Mueller, to the next meeting.

Motion by Supervisor Floam, seconded by Supervisor Hanson to approve the questionnaire as amended.

7. **Discussion: Next Meeting Date:** May 25, 2023 at 6:00 p.m. Agenda items need to be in to Chairman Floam by May 18, 2023.
8. **Adjourned:** Motion by Supervisor Floam, seconded by Supervisor Gabert to adjourn. CARRIED. The meeting was adjourned at 10:37 a.m.

Submitted by:  
Julie A. Barthels  
Winnebago County Clerk

## **Ad Hoc Structure Review Task Force Recommendations to the Judiciary and Public Safety Committee**

The Ad Hoc Structure Review Task Force, since its establishment in March, has endeavored to do the research and input necessary to propose a right-sized suite of solutions for structure of the Winnebago County Board. We spoke with other counties, asked for feedback from supervisors and departmental stakeholders in the form of questionnaires, and digested this information thoughtfully. As per our charter, we are recommending to you, the Judiciary and Public Safety Committee, a set of three solutions to choose from. They are laid out below. As of now, we have twelve standing committees and three commissions and boards of major departments.

### **Option 1 - Nine Standing Committees**

This option is a tempered solution that is unique for Winnebago County. The new standing committees are laid out with what will be absorbed into them underneath.

#### I.) Public Works

- a.) Highway
- b.) Facilities/Property Management

#### II.) Judiciary/Public Safety

#### III.) Finance/Administration

- a.) Personnel/Finance
- b.) Information Technology

#### IV.) Natural Resources

- a.) UW Education/Extension/Agriculture
- b.) Parks/Recreation
- c.) Land Conservation

#### V.) Health/Human Services

- a.) Human Services Board
- b.) Board of Health
- c.) Parkview Health Center

#### VI.) Planning and Zoning

#### VII.) Aviation

#### VIII.) Legislative

#### IX.) Solid Waste Board

## **Option 2 - Six Standing Committees**

This option is a more aggressive solution that falls in line with the Ozaukee County model. The new standing committees are laid out with what will be absorbed into them underneath.

### **I.) Public Works**

- a.) Highway
- b.) Facilities/Property Management
- c.) Aviation
- d.) Solid Waste Board

### **II.) Judiciary/Public Safety**

### **III.) Finance/Administration**

- a.) Personnel/Finance
- b.) Information Technology

### **IV.) Natural Resources**

- a.) UW Education/Extension/Agriculture
- b.) Parks/Recreation
- c.) Land Conservation
- d.) Planning and Zoning

### **V.) Health/Human Services**

- a.) Human Services Board
- b.) Board of Health
- c.) Parkview Health Center

### **VI.) Legislative**

### **Option 3 - Working Groups**

This option recommends no changes to the structure at all, but does form the committees into broader categories where one committee chair out of the group will report to the department heads of jurisdiction.

#### I.) Public Works

- a.) Highway
- b.) Facilities/Property Management
- c.) Aviation
- d.) Solid Waste Board

#### II.) Judiciary/Public Safety

#### III.) Finance/Administration

- a.) Personnel/Finance
- b.) Information Technology

#### IV.) Natural Resources

- a.) UW Education/Extension/Agriculture
- b.) Parks/Recreation
- c.) Land Conservation
- d.) Planning and Zoning

#### V.) Health/Human Services

- a.) Human Services Board
- b.) Board of Health
- c.) Parkview Health Center

#### VI.) Legislative

**Note:** This does not involve the more minor commissions and boards of jurisdiction (for example the Winnefox Library System, Board of Adjustment, or ADRC). The task force's work focused on the bodies of jurisdiction over major departments.