

**PERSONNEL & FINANCE COMMITTEE MINUTES**  
**December 7, 2023**

**Present:** David Albrecht, Steven Binder, Morris Cox, Betsy Ellenberger, Donald Nussbaum

Mike Collard – Administration Director  
MaryAnne Mueller – Corporation Counsel  
Julie Barthels – County Clerk  
Paul Kaiser – Finance Director  
Bob Doemel – Highway Commissioner  
Mark Habeck – Human Resources Director  
Cheryl Brehmer – Medical Examiner  
Linzi Gazga Parish – PVHC Administrator

Adam Breest – Parks & Expo Center Director  
Doug Gieryn – Public Health Director  
John Matz – Sheriff  
Amber Rozek – Sheriff  
Megan Edwards – Solutions Recovery  
Trevor Fenrich – Solutions Recovery  
Paul Eisen – Supervisor  
Ralph Harrison - Supervisor

**1. Meeting called to order at 9:00 am by Chairman Morris Cox.**

**2. Public Comments**

Supervisor Paul Eisen spoke in support of agenda item #9: "An Ordinance to Amend Winnebago County General Code Section 1.12(10) to Increase and Expand Citizen Member Compensation on Committees, Commissions, Boards, and other Entities, as well as, Board of Canvas Citizen Member Compensation".

Chairman Cox noted that Pat O'Brien passed away. He was a former County Board Supervisor from 1982 – 2010. He was the Chairman of the Solid Waste Management Board from 2006 to the present. Condolences to his family and a moment of silence was held in memory of him.

**3. Adopt Agenda**

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adopt the agenda for this meeting. CARRIED BY VOICE VOTE. (5-0)

**4. Approval of Minutes for November 3, 2023**

Motion by Supervisor Albrecht, seconded by Supervisor Binder to approve the minutes for the November 3, 2023, Personnel and Finance Committee meeting. CARRIED BY VOICE VOTE. (5-0)

**5. Report from the Finance Department regarding CIP Projects Report & Investments**

Director Paul Kaiser provided a report to the Committee members showing the Capital Improvement Project Status. He touched on projects that have been recently completed and projects that are still in the process of being completed. Mr. Kaiser reported on the Spirit Fund allocations.

Director Kaiser provided a report showing the investments that he has made. The current average interest rate that the County is earning is 4.05%. He feels that the County should invest now because he feels interest rates will plummet soon.

**6. Ordinance: Amend Winnebago County General Code Section 5.04(2)(a) pertaining to Cremation Permit Fees**

Cheryl Brehmer, Winnebago County Medical Examiner, requested that the cremation permit fee be increased from \$160.00 to \$170.00. This is the only source of revenue for this department and their expenses are rising substantially.

Motion by Supervisor Ellenberger, seconded by Supervisor Binder, to approve. CARRIED BY VOICE VOTE. (5-0)

**7. Resolution: Adopting Revisions to Winnebago County Compensation Schedule for 2024**

Mark Habeck, Director of Human Resources, provided a report for the compensation Schedule adjustment for 2024. At the County Board budget hearing, the board approved a 2% increase compensation schedule adjustment for 2024. In July, there was an approval of a merit pay increase, if the employee qualifies for the increase. By passing this resolution and with the approval of both the merit pay and the compensation schedules, it will help to minimize future compression issues.

Motion by Supervisor Ellenberger, seconded by Supervisor Nussbaum to approve.  
CARRIED BY VOICE VOTE. (5-0)

**8. Adopting the 2024 Unclassified Positions Pay Schedule**

Mark Habeck, Director of Human Resources, explained what constitutes an "unclassified" position for an employee, and changes that Human Resources have made to the unclassified positions.

Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve. CARRIED BY VOICE VOTE. (5-0)

**9. Ordinance: Amend Winnebago County General Code Section 1.12 (10) to increase and expand citizen member compensation on Committees, Commissions, Board, and other Entities as well as Board of Canvas Citizen Member Compensation**

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

Motion by Supervisor Binder, seconded by Supervisor Nussbaum to refer this ordinance to the Judiciary and Public Safety Committee.

Supervisor Nussbaum moved 'to withdraw his original motion' to approve. Supervisor Albrecht 'withdrew his second to the motion' to approve.

Vote on Referral to Judiciary & Public Safety Committee: CARRIED BY VOICE VOTE. (4 – 1)  
Nayes: 1 – Ellenberger. This ordinance will be referred to the JPS Committee.

**Presentation for STAR Program and Solutions Recovery**

Sheriff John Matz introduced Amber Rozek, Corrections Lieutenant, to present the Sobriety and Treatment Assisted Recovery (STAR) Program. STAR is a recovery program that combines peer support, medication-assisted treatment and comprehensive wrap around services offering participants the best opportunity for success. She explained why this is beneficial while people are incarcerated. Lt. Rozek reported on their success rate and hopes to keep this momentum going. They are looking for ways to reach out to attract more participants to this program. She noted the accomplishments that they have already made and what they are looking to do in the future to make this program even better.

Lt. Rozek introduced Megan Edwards to report on Solutions Recovery. She explained what Solutions Recovery is about. This program is peer driven, the staff is all in recovery. They partner with other agencies in the community. Ms. Edwards explained what the coaches do to help the inmates start a recovery program. She provided data for the past year showing the number of people that were in contact with Solutions Recovery and where the help was provided. She provided data showing how many individuals were served while incarcerated in the Winnebago County Jail. She noted that 46% of the people served are currently in recovery.

Sheriff Matz, Lt. Rozek and Megan Edwards took questions from the Committee. A copy of this presentation is available in the County Clerk's office located at 112 Otter Avenue, Oshkosh.

**10. Resolution with Presentation: Authorize the use of \$52,500 from the National Opioid Abatement Settlement Fund for the Sheriff's Office program contracting with Solutions Recovery Inc. for an on-site liaison for the Sobriety Treatment Assisted Recovery (STAR) Program**

Sheriff Matz noted that this resolution is for the calendar year of 2023.

Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve. CARRIED BY VOICE VOTE. (5-0)

- 11. Resolution with Presentation: Authorize the use of \$60,000 from the National Opioid Abatement Settlement Fund for the Sheriff's Office program contracting with Solutions Recovery Inc. for an on-site lisison for the Sobriety Treatment Assisted Recovery (STAR) Program for the calendar year 2024**

Motion by Supervisor Ellenberger, seconded by Supervisor Nussbaum to approve. CARRIED BY VOICE VOTE. (5-0)

- 12. Commendation for Dipti Ringwala and Joby Wolfgram**

Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve. CARRIED BY VOICE VOTE. (5-0)

- 13. Set Next Meeting Date:** The next meeting date for the Personnel and Finance Committee will be held on January 4, 2024

- 14. Adjourn**

Motion by Supervisor Albrecht, seconded by Supervisor Ellenberger to adjourn. CARRIED BY VOICE VOTE. (5-0)

**Meeting adjourned at 10:38 a.m.**

Respectfully Submitted by:

Julie Barthels  
Winnebago County Clerk