



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 03/08/2023**

**Amended\* Post Date: 03/10/2023**

**The following documents are included in the packet for the Personnel Committee Meeting on March 9, 2023:**

- 1) Amended Agenda
- 2) Minutes from 02/9/23
- 3) Resolution to Amend Resolution 41-2021 to Reflect Proration of Employer HSA Contribution and Opt-Out Incentive Payments
- 4) \*Medial Examiner Review
- 5) County Administrator Annual Report



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## Personnel Committee Meeting Notice

**Date: Thursday, March 9, 2023 Time: 4:00 PM**  
**Green Lake County Government Center, County Board Room**  
**571 County Rd A, Green Lake WI**

### Amended\* AGENDA

#### Committee Members

*Dave Abendroth,*  
*Chair*  
*Luke Dretske, Vice-Chair*  
*Nita Krenz*  
*Robert Schweder*  
*Sue Wendt*

*Elizabeth Otto,*  
*Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 02/09/23
5. Public Comment (3 minute limit)
6. Resolution
  - Resolution to Amend Resolution 41-2021 to Reflect Proration of Employer HSA Contribution and Opt-Out Incentive Payments
7. Discussion on Personnel Policy revisions
8. Discussion and recommendation regarding Medical Examiner
9. Approval for Summer/LTE positions
10. \*Annual Report
  - \*County Administrator
11. Committee Discussion
  - Future Meeting Dates: April 13, 2023 @ 4:00 PM
  - Future Agenda items for action & discussion
12. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 246 319 328 180

Passcode: mRpjeb

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 920-515-0745](#), 174984120# United States, Green Bay

Phone Conference ID: 174 984 120#

[Find a local number](#) | [Reset PIN](#)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.**

**PERSONNEL COMMITTEE MEETING**  
**February 9, 2023**

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:02 PM on Thursday, February 9, 2023 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via remote access. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Dave Abendroth  
Luke Dretske (remote)  
Nita Krenz  
Bob Schweder  
Sue Wendt

Other County Employees Present: Samantha Stobbe, Deputy County Clerk; Jason Jerome, HHS Director; Cate Wylie, County Administrator (remote); Renee Thiem-Korth, Register of Deeds; Matt Vande Kolk, Chief Deputy Sheriff

**MINUTES OF 12/08/2022**

*Motion/second (Schweder/Wendt)* to approve the minutes of the 12/08/2022 meeting as presented with no corrections or changes. Motion carried with no negative vote.

**PUBLIC COMMENT –**

None.

**RESOLUTIONS**

- **Relating to Removal of Unpaid Leave Policy**

County Administrator Cate Wylie explained the resolution. Supervisor Wendt noted the date correction of February 21<sup>st</sup> for County Board on all of the resolutions in the packet.

*Motion/second (Schweder/Krenz)* to approve the resolution and forward it to County Board. Motion carried with no negative vote.

- **Resolution to Pro-Rate HSA and Opt-Out Health Insurance Benefit**

This resolution was tabled to the next meeting by the Property & Insurance Committee meeting.

*Motion/second (Schweder/Wendt)* to table the discussion on this resolution until it is reconsidered through Property and Insurance committee. Ayes- Schweder, Wendt, Krenz, Abendroth, Nays-Dretske.

Dretske voiced concern over not being called on to speak prior to the vote of the motion. Discussion held.

- **Resolution to Approve the Addition of a Finance Director for Green Lake County**

County Administrator Cate Wylie explained the need for this position and the resolution. Discussion held.

*Motion/second (Krenz/Wendt)* to approve the resolution and forward it to County Board. Motion carried with no

negative vote.

**COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting – March 9, 2023**

**Future agenda items: Resolution to Pro-Rate HSA and Opt-Out Health Insurance Benefit**

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:21PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

DRAFT

**RESOLUTION NUMBER        -2023**

**Resolution to Amend Resolution 41-2021 to Reflect Proration of Employer HSA Contribution and Opt-Out Incentive Payments**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2023, does resolve as follows:

- 1    **WHEREAS**, Resolution 41-2021 approves the pre-tax contributions for eligible enrolled
- 2    employees to establish an Health Savings Accounts (HSAs) and approves an annual
- 3    incentive payment to employees who opt out of health insurance benefits.
  
- 4    **WHEREAS**, the County’s responsibility to make lump sum payments, per Resolution
- 5    41-2021, puts the County in an unfavorable financial situations. Examples of this
- 6    disadvantage include the ability of any employee to partake in both payouts or take a
- 7    payout and immediately resign from employment without penalty.
  
- 8    Fiscal note is not applicable.
  
- 9    Majority vote is needed to pass.

Roll Call on Resolution No.        -2023

Submitted by Personnel and P&I  
Committees

Ayes        , Nays        , Absent        , Abstain

Passed and Adopted/Rejected this day of  
20<sup>th</sup> day of February 2022.

\_\_\_\_\_

Chair

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

County Board Chairman

\_\_\_\_\_

Chair

\_\_\_\_\_

ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Corporation Counsel

\_\_\_\_\_

10 **WHEREAS**, it was the intent of the County Board to fairly and equally distribute funds  
11 which provide employees with resources and options for health insurance, and not  
12 create inequities among employees.

13 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of  
14 Supervisors that the pre-tax contributions to HSAs and payment for opt-out of health  
15 insurance incentive be modified to a **monthly** pro-rated distribution rather than an annual  
16 lump sum payment.

17 **BE IT FURTHER RESOLVED:** Green Lake County approves the amendment to  
18 Resolution 41-2021 as well as approves appropriate revisions to the Personnel Policies  
19 in order to appropriately reflect the modifications herein.

ID #	Last Day	HSA Paid	Opt Out Paid	Prorated HSA	Prorated Opt Out	
1155	1/20/2023		1,500		125	retired
4499	1/13/2023		125		125	resigned
5878	1/19/2023		125		125	terminated
2828	1/22/2023	3,000		250		retired
1899	2/3/2023	3,000		500		retired
143	3/1/2023	3,000		750		retired
3840	3/1/2023	3,000		750		resigned
2771	4/2/2023	3,000		1,000		resigned
7072	<b>NEW</b>	3,000		2500		<b>NEW</b>
7099	<b>NEW</b>	3,000		2500		<b>NEW</b>
6262	4/28/2023		1,500		500	resigned
	<b>Total</b>			<b>Total</b>		
	<b>Paid:</b>	24,250		<b>Prorated:</b>	9,125	
			Potential Savings:		<b>15,125</b>	

## Medical Examiner Review Sheet

**Estimated Contract Expenditures for 2023  
(based on 2022 data)**

**Last/Best from Marquette County Contract  
Negotiations Based on 2022 Data**

Expenditures Subtotal:	-\$280,691.68	Subtotal:	-\$105,161.68
2023 Budgeted	\$50,000.00	2023 Budgeted	\$50,000.00
<b>TOTAL NON BUDGETED</b>	<b>-\$230,691.68</b>	<b>TOTAL NON BUDGETED</b>	<b>-\$55,161.68</b>

## Medical Examiner Review Sheet

**Green Lake Employment of ME**

**Estimated Revenue should we Invoice Marquette Co.**

Expenditures Subtotal:	-\$131,608.00	Proposed Revenue	\$40,000.00
2023 Budgeted	\$50,000.00	Non-Budgeted	-\$81,608.00
<b>TOTAL NON BUDGETED</b>	<b>-\$81,608.00</b>	<b>Total</b>	<b>-\$41,608.00</b>





**GREEN LAKE COUNTY**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
*Cate Wylie, MBA*  
Desk 920-294-4147 · Cell 920-299-0866 · FAX:920-294-4135  
*cwylie@greenlakecountywi.gov*

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March 2023

To: The Green Lake County Board of Supervisor  
From: Cate Wylie, MBA

Under general direction of the Green Lake County Board, the Administrator serves as the County's chief administrative officer under State Statute 59.18 and is responsible for directing all managerial and administrative functions of the county, except those functions vested in boards, commissions, or other elected officers.

A Review of reports and correspondence, the former County Administrator led the following initiative/programs in 2022:

- Countywide ambulance services contracted and implementation.
- Coroner to Medical Examiner ordinance passed. Contracting with Marquette County for ME services.
- Final phase of Government Center Structural and Electronic Security Upgrades completed.
- 2021 Audit implementation (work on this audit continues).
- Bonding for Bug Tussel 1, LLC Project implemented.
- Hiring of a new County Administrator.

I joined Green Lake County in December of 2022. Projects I initiated or continued to manage in 2022 include:

- Renegotiation of ME contract.
- Review of Shared Revenue issue.
- Recruit and hiring of Corp Counsel.
- Contract financial consultant to assist with financial issues./concerns.
- Ongoing 2021 Audit management.
- Review of Flex Banks and set project team in motion.
- Renegotiation of non-budgeted proposed pay increases.
- Developed weekly Department Leadership huddles.

I look forward to my first full year as County Administrator, the numerous projects and challenges the position will present, and working with the wonderful team of people that support the many facets of the County.