

ADMINISTRATIVE COMMITTEE MEETING

December 12, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, December 12, 2024 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present:	Dave Abendroth	Absent:	Joe Gonyo
	Brian Floeter		
	Nancy Hoffmann		
	Dennis Mulder		
	Bob Schweder		
	Gene Thom		

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel; Matt Vandekolk, Chief Deputy; Rachel Prellwitz, Health Officer; Jason Jerome, HHS Director; Stacy Graff, Fair Coordinator; Ken Stephani, Finance Director

APPROVAL OF MINUTES – 11/14/2024 and 11/21/2024 MINUTES

Motion/second (Thom/Schweder) to approve the minutes of the 11/14/2024 and 11/21/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

DISCUSSION REGARDING HUMAN RESOURCES OPTIONS

County Clerk Liz Otto requested that the committee consider options for human resources moving forward. Discussion held on options such as a full or part time position or the possibility of contracting the services out as was done in the past. Otto will contact other counties and research options to be presented at the next meeting.

DISCUSSION AND POSSIBLE ACTION ON LTE POSITION IN HHS HEALTH UNIT

HHS Director Jason Jerome and Health Officer Rachel Prellwitz stated that this position was eliminated in the 2025 budget but are requesting that it be reinstated. The position is paid for through grants so it does not affect the tax levy and would cost no more than \$21,800 for 2025. *Motion/second (Thom/Mulder)* to approve the position as long as there is funding available. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION ON ADRC RESOURCE SPECIALIST POSITION

HHS Director Jason Jerome stated that the employee currently in this position is retiring in January and he is asking for approval to refill the position. Committee agreed by general consensus to fill the position.

HIRING OF DEPUTY MEDICAL EXAMINERS

No discussion or action taken due to lack of information.

COUNTY SURVEYOR CONTRACT UPDATE

No discussion or action taken. This should remain on the agenda each month until the contract is complete.

BUDGET ADJUSTMENTS

- **Fair/IT**
Fair Coordinator Stacy Graff explained the budget adjustment regarding the need for new software. Discussion held. *Motion/second (Thom/Mulder)* to approve the budget adjustment for \$843 and forward to Finance.
- **Administrator**
Finance Director Ken Stephani explained the \$250 budget adjustment for 2025 regarding law books. Discussion held. *Motion/second (Floeter/Thom)* to approve the budget adjustment for \$250 and forward to Finance.
- **Finance**
No discussion or action taken.

CLOSED SESSION

- Move into Closed Session per WI §19.85(1)(e) deliberating the purchase of public properties where competitive or bargaining reasons exist, the investing of public funds, or conduct in other specified public business, whenever competitive or bargaining reasons require a closed session – regarding WPPA union contract; and
- 19.85(1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person.

Motion/second (Thom/Mulder) to move into Closed Session at 4:25 PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1 (Gonyo), Abstain - 0. Motion carried

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Schweder/Mulder) to reconvene into Open Session at 5:38 PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1 (Gonyo), Abstain - 0. Motion carried.

Motion/second (Thom/Hoffmann) to direct Corporation Counsel to continue the negotiation process with the WPPA union as presented in Closed Session. Motion carried with no negative vote.

Motion/second (Thom/Hoffmann) to add the following item to the December 17, 2024 County Board agenda: Closed Session per WI §19.85(1)(b) considering dismissal of any public employee. Motion carried with no negative vote.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – update on County Surveyor contract, Human Resources options

Next Meeting Date – January 9, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:40 PM.

Submitted by,

Liz Otto

Liz Otto
County Clerk