

ADMINISTRATIVE COMMITTEE MEETING

January 9, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, January 9, 2025 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
Brian Floeter
Joe Gonyo
Nancy Hoffmann
Dennis Mulder
Bob Schweder
Gene Thom

Absent:

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel (remote); Matt Vandekolk, Chief Deputy; Jason Jerome, HHS Director; Ken Stephani, Finance Director; Sheriff Mark Podoll;

APPROVAL OF MINUTES – 12/12/2024 and 12/17/2024 MINUTES

Motion/second (Thom/Mulder) to approve the minutes of the 12/12/2024 and 12/17/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

RESOLUTION

- **Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and one LTE Maintenance Position within Parks/Maintenance Department**

Discussion held on the need for the position and the financial impact. Finance Director Ken Stephani state that the 2025 financial impact would be approximately \$27,000 with no offset of that expense. ***Motion/second (Thom/Schweder)*** to approve and forward to Finance and County Board. Ayes – 2 (Thom, Schweder), Nays – 5. Motion failed. Further discussion held. ***Motion/second (Floeter/Mulder)*** to send the resolution back to the governing committee to determine funding for the position. Ayes – 6, Nays 1 (Hoffmann). Motion carried.

ONGOING DISCUSSION REGARDING HUMAN RESOURCES OPTIONS

County Clerk Liz Otto stated she contacted counties in the district to find out what they are currently doing in regard to Human Resources. Otto also contacted WCA (Wisconsin Counties Association) to get some guidance from them but has not heard back at this point. The committee requested sample job descriptions be brought forward at the next meeting and also some ideas from HR consulting firms with a possible needs assessment.

HHS POSITIONS DISCUSSION

- **Receptionist/Data Entry Specialist**
- **Mental Health Case Manager**

HHS Director Jason Jerome stated that these positions are now open due to internal transfers and retirement/resignations. Chair Abendroth provided approval to refill the current positions.

HIRING OF DEPUTY MEDICAL EXAMINERS

Medical Examiner Tom Wastart stated he currently has 1 deputy that has moved out of the area but is still serving as deputy and is asking to start training a 2nd deputy to be prepared for the future. He stated his position is 24/7 and his time off has been limited. There should be no financial impact since the deputy pay is already in the budget. The committee approved this by general consensus. Wastart also stated there needs to be some discussion regarding indigent burials. Supervisor Thom stated this needs to be brought before the Public Safety & Judicial Law committee.

UPDATE ON COUNTY MORGUE

Medical Examiner Tom Wastart stated that there needs to be a discussion regarding a long term plan for use of a morgue and also mentioned some other areas that were not addressed in the 2025 budget. Chair Abendroth asked for a list put into order of priority that needs to be looked at. Supervisor Thom again requested that this all be brought before the Public Safety & Judicial Law committee.

COUNTY SURVEYOR CONTRACT UPDATE

Corporation Counsel Jeff Mann stated he has been reviewing the previous contract and is looking at some changes. A draft version of the new contract should be available in February.

DISCUSSION REGARDING COUNTY ADMINISTRATOR POSITION

Chair Abendroth opened the floor for a discussion by the committee on the future of the County Administrator position. Discussion held. Corporation Counsel Jeff Mann stated that there is the possibility of appointing an Interim County Administrator to avoid rushing into a decision. ***Motion/second (Schweder/Mulder)*** to schedule a special County Board meeting on January 28, 2025 @ 4:30 PM to discuss this with the full board. Motion carried with no negative vote.

FINANCE DEPARTMENT RESPONSIBILITIES

No action taken. This item will be addressed at the Finance Committee meeting on January 22, 2025 @ 3:00 PM.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – HR options, surveyor contract

Next Meeting Date – February 13, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:22 PM.

Submitted by,

Liz Otto

Liz Otto
County Clerk