

## ADMINISTRATIVE COMMITTEE MEETING

January 8, 2026

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, January 8, 2026 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  
Gene Thom  
Dennis Mulder

Absent: Bob Schweder

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, County Manager; Jeff Mann, Corporation Counsel; Sheriff Mark Podoll, Matt Vandekolk, Chief Deputy; Rachel Prellwitz, Health Officer; Sophia Walters, HR Coordinator; Grace Brown, Fair Coordinator

### **APPROVAL OF MINUTES – 12/11/2025**

***Motion/second (Mulder/Thom)*** to approve the minutes of the 12/11/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

### **PUBLIC COMMENT (3 MINUTE LIMIT)** – none

### **INTRODUCTION OF NEW EMPLOYEES**

- **Fair Coordinator**
- **HR Coordinator**

County Manager Jason Jerome introduced two new employees – Grace Brown, Fair Coordinator and Sophia Walters, HR Coordinator. Both employees gave a short background on themselves.

### **RESOLUTION**

- **Resolution Creating an Opioid Task Force to Distribute Opioid Settlement Funds**

Rachel Prellwitz, Green Lake County Health Officer, provided information on the application process for the settlement funds and the scoring requirements. A task force has been set up to review the applications on a quarterly basis. Questions and discussion followed.

***Motion/second (Thom/Hoffmann)*** to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

### **CLOSED SESSION**

- Move into Closed Session per WI §19.85(1)(C) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility – regarding County Clerk job interviews.

***Motion/second (Mulder/Thom)*** to move into Closed Session at 4:18 PM. Roll call vote - Ayes - 6, Nays - 0, Abstain – 0, Absent – 1 (Schweder). Motion carried.

***Motion/second (Thom/Mulder)*** to allow County Clerk Liz Otto, County Manager Jason Jerome, and Corporation Counsel Jeff Mann to remain in the Closed Session. Motion carried with no negative vote.

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

*Motion/second (Thom/Mulder)* to reconvene into open session at 6:09 PM. Roll call vote - Ayes - 6, Nays - 0, Abstain - 0, Absent – 1 (Schweder). Motion carried.

The committee will hold a special meeting on Thursday, January 15, 2026 at 4:00 PM to conduct second interviews for 3 of the candidates for the County Clerk position.

**FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

**Future Agenda Items – February 12, 2026 @ 4:00 PM**

**Next Meeting Date –**

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 6:12 PM.

Submitted by,

Liz Otto  
County Clerk