

ADMINISTRATIVE COMMITTEE MEETING

August 13, 2026

The meeting of the Administrative Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, August 13, 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
Gene Thom
Nancy Hoffmann
Dennis Mulder
Bob Schweder
Joe Gonyo

Absent: Brian Floeter

Other County Employees Present: Samantha Stobbe, County Clerk; Jason Jerome, County Manager; Mark Podoll, Sheriff; Sophia Leonard, HR Coordinator; Jeff Mann, Corporation Counsel; Kayla Yonke, HHS Finance/Finance Director; Bill Hutchison, IT Director; Matt Kirkman, Land Use Planning and Zoning Director; Dawn Brantley, Fox River Industries Manager; Jessica McLean, County Treasurer; Nichol Wienkes, Behavioral Health Unit Manager (Remote); Jason Kerr, IT (Remote); Stefanie Meeker, RPL/Deputy Treasurer (Remote); Renee Thiem-Korth, Register of Deeds (Remote); Chuck Buss, County Board Supervisor 2 (Remote)

APPROVAL OF MINUTES – 07/09/2026

Motion/second (Mulder/Schweder) to approve the minutes of the 07/09/2026 meetings as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT – None

APPEARANCES

- **HR Coordinator Sophia Leonard – Presentation on Proposed Policies & Procedures Updates**

HR Coordinator, Sophia Leonard gave a presentation on proposed policy and procedure updates.

DISCUSSION AND POSSIBLE ACTION ON PROPOSED POLICIES AND PROCEDURES UPDATES

Discussion held on the presentation given by Sophia Leonard. No action taken at this meeting.

DISCUSSION AND POSSIBLE ACTION ON DAY/TIME CHANGE OF MEETING

Per Chair Dave Abendroth this item was moved to just before closed session. At the time, there was no discussion and it was stated that the meeting time would stay the same per the vote that took place last month.

DISCUSSION AND POSSIBLE ACTION ON COUNTY USE OF ARTIFICIAL INTELLIGENCE

County Manager, Jason Jerome, stated this was not able to be worked on and would like to postpone until the next meeting.

RESOLUTION

- **Resolution Establishing 2027 Annual Budgeted Allocation for Employee Wage Increase**

County Manager, Jason Jerome, spoke on the resolution. Discussion held.

Motion/second (Thom/Schweder) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Altering the position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager**

County Manager, Jason Jerome, spoke on the resolution. Discussion held.

Motion/second (Schweder/Mulder) to approve the resolution forward to the Finance Committee and then onto County Board. Ayes – Mulder, Schweder, Nays- Abendroth, Gonyo, Hoffmann, Thom. This resolution will be forwarded to the appropriate places with the disapproval noted.

- **Resolution Creating one additional FTE (35 HR Full Time Employee) Direct Support Professional, Program Aide at Fox River Industries in Health & Human Services.**

Fox River Industries, Dawn Brantley, spoke on the resolution. Discussion held.

Motion/second (Hoffmann/Thom) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Upgrading and Reclassifying one Health & Human Services Unit Manager position to include Health & Human Services Deputy Director Job Responsibilities.**

County Manager, Jason Jerome spoke on the resolution. Discussion held.

Motion/second (Thom/Schweder) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Creating one additional FTE Children’s Long-Term Support (CLTS) Service Facilitator in Health & Human Services – Behavioral Health Unit.**

Behavioral Health Unit Manager, Nichol Wienkes, spoke on the resolution. Discussion held.

Motion/second (Hoffman/Thom) to approve the resolution forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution to Restructure the Land Use Planning & Zoning Dept.**

Land Use Planning & Zoning Director, Matt Kirkman spoke on the resolution and the reasoning for the restructure in the office. Discussion held.

Motion/second (Schweder/Thom) to approve the resolution adding wording that if funding goes away, the positions will be re-evaluated and forward to the Finance Committee and then onto County Board. Motion carried with no negative vote.

- **Resolution Eliminating Three LTE (Limited Term Employee) and Creating One Additional FTE (Full Time Employee) Maintenance Repair Person in the Maintenance & Parks Department**

County Manager, Jason Jerome, spoke on the resolution. Discussion held.

Motion/second (Schweder/Mulder) to approve the resolution forward to the Finance Committee and then onto County Board. Ayes – Abendroth, Gonyo, Mulder, Schweder, Thom, Nays- Hoffmann. Motion passed.

2027 BUDGET

- **Information Technology**

IT Director, Bill Hutchison thanks his staff for their help in preparing the 2027 budget. Discussion held.

COUNTY MANAGER UPDATE

Memo in the packet. No discussion.

CLOSED SESSION

- *Move into closed session pursuant to WI §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – cyber security, Bug Tussel Bonding.*

Motion/second (Thom/Schweder) to convene into closed session and seat County Clerk, Samantha Stobbe, IT Director, Bill Hutchison and County Manager, Jason Jerome at 5:54PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried.

RECONVENE INTO OPEN SESSION

Motion/second (Thom/Schweder) to reconvene into open session at 6:34PM. Roll call vote – Ayes - 6, Nays - 0, Absent – 1, Abstain - 0. Motion carried.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – AI Policy

Next Meeting Date – September 10 @ 4:00PM

ADJOURNMENT

Chair Dave gave Bob Schweder authority and he adjourned the meeting at 6:35PM.

Submitted by,
Samantha Stobbe
Samantha Stobbe
County Clerk