

## PERSONNEL & FINANCE COMMITTEE MINUTES

January 4, 2024

**Present:** David Albrecht, Steven Binder, Morris Cox, Betsy Ellenberger, Donald Nussbaum

Mike Collard – Administration Director  
MaryAnne Mueller – Corporation Counsel  
Melanie Boelter – Corporation Counsel  
Julie Barthels – County Clerk  
Paul Kaiser – Finance Director  
Cheryl Brehmer – Medical Examiner  
Doug Gieryn – Public Health Director

Maddie Breager – Public Health  
Jim Schell – Airport Director  
Cameron Hallock – Assistant Airport Director  
John Rabe – Solid Waste Director - ZOOM  
Hannah Wainio – ZOOM  
Beth G. - ZOOM

### **1. Meeting called to order at 9:00 am by Chairman Morris Cox.**

### **2. Public Comments**

No Public Comments

### **3. Adopt Agenda**

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adopt the agenda for this meeting excluding the January 4, 2024, date included in item #10.

CARRIED BY VOICE VOTE. (5-0)

### **4. Approval of Minutes for December 7, 2023**

Motion by Supervisor Albrecht, seconded by Supervisor Binder to approve the minutes for the December 7, 2023, Personnel and Finance Committee meeting. CARRIED BY VOICE VOTE. (5-0)

### **5. General Fund Policy Update & Investment Report – Paul Kaiser, Finance Director**

Director Paul Kaiser provided his investment report for this month. The investment portfolio is at \$171 million dollars, with \$36 million of that in money market accounts. He invested \$6 million on December 26, 2023, into the US Treasury. Investments with U.S. Treasury is up to \$10 million.

The rates are down about 100 basis points. For long terms investments, there will be \$24 to \$25 million over the next few years to invest; and \$15 to \$20 million for three years after that. He feels good about being able to do this but wants to hold off on any investments after that to watch the rates. He wants to see where the fund balances are at that time.

Director Paul Kaiser provided a draft copy of the General Fund Policy. Director Kaiser noted that he will be meeting with the Director of Administration and the County Executive to go over the document. He explained the purpose of the Fund Balance Policy. It relates to the restricted and unrestricted fund balances. The term that is currently being used by the Government Finance Officers Association is unassigned general fund. The money that is considered your "piggy bank". The assigned fund balance is for specific purposes. If the money is not used, it can be placed back into the unassigned general fund account. The committed fund balance must have county board approval and can only be used for a specific purpose. The restricted fund balance can be spent only for specific purposes provided by grants or dedicated property tax money. The nonspendable fund balances are amounts that are not in a spendable form. This includes inventory, prepaid items, long term advances and delinquent property taxes, or they are required to be maintained intact.

Director Kaiser explained the funds that are existing under the General Fund Classification:

- Unassigned General Fund – Unassigned
- Jail Improvement Fund – Committed
- Public Health Fund – Assigned

- Property Lister Fund – Assigned
- Scholarship Fund – Committed
- Boat Launch Fund – Assigned
- Technology Fund – Assigned (with this policy, it will become an Internal Service Fund)
- Land Records Fund – Assigned
- Industrial Development Board Fund – Committed

Director Kaiser would like to see the County Board look at all the funds and use them efficiently. Don't hold the money in the "piggy bank" when the money could be used in another way to better the County. Internal Service funds are used to account for expenditures in a specified fund so that departmental charges can be monitored. The County reports six internal service funds. Mr. Kaiser explained how the funds should be moved between the different fund accounts.

Mr. Kaiser then took questions from the committee. A copy of this presentation is available in the County Clerk's office located at 112 Otter Avenue, Oshkosh, WI

**6. Resolution: Authorize Acceptance of an \$80,083 Grant from the Wisconsin Department of Health Services for Public Health & Harm Reduction Vending Machines and Items to be Distributed**

Doug Gieryn, Director of Public Health, noted that this resolution was pulled from the County Board agenda and referred back to the Personnel and Finance Committee. The County Executive asked that some of the items that were going to be included in the vending machine, be excluded.

Maddie Breager, Public Health Department noted the items that would be in the vending machines. This includes instructions on how to use all the items that are in the vending machine.

Director Gieryn noted that Narcan is a life saving measure. Having it available in the community could save lives from overdosing. An individual can administer Narcan to themselves. He noted that fentanyl is becoming a major factor in most overdoses.

Director Gieryn then took questions from the committee.

Motion by Supervisor Nussbaum, seconded by Supervisor Binder, to approve.

Vote on Resolution: AYES: 3; NAYES: 2 – Ellenberger and Nussbaum. CARRIED.

**7. Resolution: Approve the FY 2023 Budget Amendment to Add \$1,409,050 in Capital Asset Depreciation Expense**

Jim Schell, Airport Director, met with the Director of Finance, Paul Kaiser, Carol Blackmore, Assistant Director of Finance, and the Wisconsin Bureau of Aeronautics regarding capital improvement projects that were mostly grant funded. These projects have been completed, but not added to the fixed asset inventory. They have been pushing the Bureau to close out these grants to allow the county to add them to their fixed asset inventory. There are four projects that total roughly \$27 million that should be placed in the fixed asset inventory and begin depreciation.

Mr. Schell then took questions from the board.

Motion by Supervisor Ellenberger, seconded by Supervisor Nussbaum to approve.

CARRIED BY VOICE VOTE. (5-0)

**8. Disallow Claim for Ronald Recla**

Motion by Supervisor Albrecht, seconded by Supervisor Binder to approve.

CARRIED BY VOICE VOTE. (5-0)

**9. Commendations: Thomas Burns, Brian Kaye, Thomas Makurat, Sharon Schneckenberg, Rosanne Smerling, and Randy Woldt; In Memoriam of Patrick O'Brien**

Motion by Supervisor Ellenberger, seconded by Supervisor Nussbaum to approve.  
CARRIED BY VOICE VOTE. (5-0)

- 10. Set Next Meeting Date:** A special meeting for the Personnel and Finance Committee will be held on January 16, 2024, at 5:30 p.m. at the Courthouse. The regular scheduled meeting will be held on February 1, 2024, at the David W. Albrecht Administration Building at 9:00 a.m.

**11. Adjourn**

Motion by Supervisor Albrecht, seconded by Supervisor Ellenberger to adjourn.  
CARRIED BY VOICE VOTE. (5-0)

**Meeting adjourned at 10:14 a.m.**

Respectfully Submitted by:

Julie Barthels  
Winnebago County Clerk