

## MINUTES OPERATIONS COMMITTEE

**DATE:** Tuesday, March 3, 2026

**TIME:** 10:00 AM

**PLACE:** Courthouse – Rm 300

**MEMBERS PRESENT:** Laura Valenstein, Donna Rozar, Lance Pliml (WebEx), Jake Hahn, Joseph Zurfluh

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Peterson provided a monthly update on Wellness programming.
5. Finance Director Yang presented 5 resolutions, housekeeping of nature, to the committee, as follows:
  - Committed Funds Year End Balances
  - Amend 2025 Budget - Child Support-5 County
  - Amend 2025 Budget - Highway
  - Amend 2025 Budget - Debt Service
  - Amend 2026 Budget – Norwood Maintenance & Capital ProjectsMotion by Zurfluh/Rozar to approve the aforementioned resolutions and forward onto the county board for their consideration. Motion carried unanimously.
6. Yang presented two 2025 budget items that can be acted on at committee level, per policy, due to the low amounts being transferred. They include:
  - State Aid Courts (III) budget to Branch III budget (\$215)
  - State Aid Courts (IV) budget to Branch IV budget (\$700)Motion by Rozar/Hahn to approve the budget adjustments as presented. Motion carried unanimously.
7. McGrath a resolution setting the payrates for the Clerk of Courts and Sheriff for their next term of office. She provided the committee with up-to-date comparables and believes this resolution keeps these positions competitive and alleviates any compression within the departments. Motion by Rozar/Zurfluh to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.

8. Human Services Director Vruwink is requesting a short term policy adjustment whereby CLTS staff will be able to work extra hours, at straight time due to their exempt status, to clear a back log of cases that the state has mandated be cleared by May 31, 2026. They have hired additional staff, however recruitment was slow and the new hires will not be fully trained in time to clear the backlog. This extra amount of pay is reimbursable and will not add to the county levy. Motion by Hahn/Zurfluh to approve the policy adjustment as requested, with an end date of June 5, 2026 (end of payroll week). Motion carried unanimously.
9. The next meeting will be held on Tuesday, April 7, 2026, at 10:00 AM. The committee will need to meet prior to the county board meeting to act on a resolution creating a 0.5 FTE and budget amendment for Victim Witness.
10. Chair Valenstein adjourned the meeting at 10:14 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

**Operations Committee  
March 3, 2026**

NAME	REPRESENTING
Bill C. ...	WCB #15
PANYA yang	Finance
DARRIN STEINBACH	Finance
DENNIS POLACH	WCB - 14
Kim McGrath	HR
QUENTIN ELLIS	SHERIFF'S
CHARLIE HOBESTEGGER	SHERIFF'S
Cheryl Krohn	Treasurer
Kimberly Stimac	Clerk of Courts
Brandon Vruwink	Human Services
Brent Vruwink	Child Support
Katie DeKleyn (Web Ex)	County Clerk
Brad Hamilton (Web Ex)	CB District 18
Amy Kaye (Web Ex)	IT
Mary Schlagenhart (Web Ex)	Human Services
Katie Miloch (Web Ex)	Human Services
Tony Bastien (Web Ex)	Dispatch
Justin Cielewicz (Web Ex)	Edgewater Haven
Nick Flugaur (Web Ex)	HR
Tiffany Ringer (Web Ex)	Register of Deeds
Health Dept ?? (Web Ex)	
Shawn Becker (Web Ex)	Sheriff's Dept
Sarah Christensen (Web Ex)	Emergency Mgmt