

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
JULY 11, 2019
Minutes**

Committee members present: Chairman Dave Hintz, Robb Jensen, Ted Cushing and Billy Fried.

Members Absent: Bob Mott

Call to order: Chairman Hintz called the meeting to order at 1:00 p.m. in Committee Room Two of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion/Second by Cushing/Jensen to approve today's agenda with the order of items at the Chair's discretion. All "Aye"; motion carried.

Approve minutes: Motion/Second by Cushing/Fried to approve the minutes of 06/10/2019 with changes as discussed. All "Aye"; motion carried.

Funding Opportunities Committee Update – The updated spreadsheet was distributed. Hintz stated that different teams were assigned to different line items. Some of these items are ready to be referred to Committees of Jurisdiction, discussion ensued.

Motion/Second: Cushing/Fried giving the Funding Committee authority to forward items on to Committees of Jurisdiction for review. All "Aye"; motion carried.

Funding Opportunities Committee Conceptual Ideas Spreadsheet: Items were discussed and it was determined which items should be referred to the Committee of Jurisdiction.

1. Health insurance – Discussion of the potential cost savings, this item was referred to Committee of Jurisdiction.
2. Budget savings for health insurance – This is a one-time savings, it was determined this was ready to refer to the Committee of Jurisdiction.
3. Selling County Forest land – This is ready to be referred.
4. Changes to Solid Waste – This is being worked on at this time but is ready to be referred to Committee of Jurisdiction.
5. Reorganizing of Departments – Discussion of the potential reorganizing.
6. Move \$100k tax levy from CIP to salaries – This will be referred to Committee of Jurisdiction.
7. Reduction of funding or elimination of service of non-county direct items based on efficiency study – Hintz went over some of the proposed changes. Discussed as to which options of item seven should be pushed to committee and which ones would not. It was determined that most of seven is ready. It was determined this was ready to be referred to Committee of Jurisdiction.
8. Alternate implementation of Carlson Dettmann – It was determined this was not ready to refer.
9. Insurance – This item is currently being worked on and was referred to Committee of Jurisdiction.

10. Legal Costs – Discussion of some of the potential issues, costs and processes. This item was determined not to be referred to the Committee of Jurisdiction as it is still a work in progress.
11. Outsource Buildings and Grounds – This is yellow not being considered at this time.
12. Charging indirect costs to grant – Darcy is working on this one at this time and will not be referred to the Committee of Jurisdiction.
13. Retain Forestry Fees – This item was referred to the Committee of Jurisdiction.
14. Highway – This item was referred to the Committee of Jurisdiction.
15. ITS – Hintz stated this needs a little more work and it will not be referred.
16. Land Information – This item was not referred to Committee of Jurisdiction.
17. Forestry Department – Discussion of making the RV park an item to no longer pursue. It was determined to pass to Committee of Jurisdiction.
18. Health Department – The tobacco and alcohol fee was determined to be an item no longer being considered.
19. Passports – It is determined this will be no longer considered.
20. Bundle and Borrow – It was determined that this item will continue to not be considered.
21. New taxes – Cushing stated this is an annual income, discussion ensued. This was referred to Committee of Jurisdiction to look at.
22. Public online purchasing – Discussion of the ability to accept credit cards and the fees involved. This was not referred to Committee of Jurisdiction as there were still some needed information.
23. Referendum – This would be a referendum to possibly increase the tax levy, discussion of how this would look. This item was not referred to Committee of Jurisdiction.
24. Shared Services – It was determined this would now be marked as no longer pursuing.
25. Mileage vs Fleet Cost Savings – This is still being worked on and will not be referred to Committee of Jurisdiction.
26. Overtime – Sheriff/Hwy/Other – Jensen stated this is not yet ready at this time, it was not referred to the Committee of Jurisdiction.
27. POWTS Fees – This will be sent to the Committee of Jurisdiction.
28. Four day work week instead of Five – This is still under review and will not be referred to Committee of Jurisdiction.
29. Digital Communication – Discussion of the concept of digital electronic filing and communication. It may be regarded as a Capital Improvement Project. This will be referred to committee.

Code of Conduct Refresher – Hintz stated there should be a refresher in August for County Board Supervisors as a review.

Authority for Banking Signature – Oneida County Treasurer Ostermann stated that due to the non-metallic mining financial assurance requirements the Treasurer needs to be allowed to sign on the account.

Motion/Second: Jensen/Cushing stating The Oneida County Treasurer has the authority to sign all banking documents per direction of the Oneida County Investment Officer.
All “Aye”, motion carried.

Indirect Cost Allocation Plan Contract – Darcy stated she had two different quotes for the Indirect Cost Allocation Plan Contract. She discussed both the costs and services provided by each, discussion ensued. The amount of \$1,700 is budgeted and an additional \$2,300 more will be needed from the Contingency Fund.

Motion/Second: Jensen/Fried to approve the agreement to provide professional consulting services between Maximus Consulting Services Inc. and Oneida County as presented and the \$2300 to be funded by Contingency for 2018 to be prepared in 2019. All "Aye"; motion carried.

Finance Department 2020 Capital Improvement Program Project Request – Darcy stated this was a CIP that was brought forward last year. This is an electronic recording package and accounting software replacement. At this time the accounting software is on the AS400 and this is outdated. Discussion of possible outsourcing and other potential options.

Motion/Second: Jensen/Cushing to accept the Capital Improvement Program Project for 2021 as presented to be forwarded on the Capital Improvement Committee for their consideration. All "Aye"; motion carried.

Information Technology Services – Upgrade Phone System – ITS Director Rhodes stated that Mytell bought out Shoretell, which is our current phone system. If we do not do the Mytell updates our current phone system will no longer be supported after 2020. This update will be approximately \$16,427 with part of the cost being training, the equipment will remain the same. Discussion ensued regarding a timeframe and where this money should come from.

Motion/Second: Cushing/Jensen to approve a line item transfer for the new upgrade phone system maintenance from their Continuing Appropriations Fund. All "Aye"; motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

Finance

- Smith presented the committee with line item transfers for legal services and accrued PTO payout. Motion/Second by Jensen/Cushing to approve the line item transfer from Finance as presented. All "Aye"; motion carried.
Motion/Second by Cushing/Hintz to approve the vouchers as presented. All "Aye"; motion carried.
- General Investments Summary – Smith went over the report, discussion ensued regarding if there should be any changes.
- Review of 2018/2019 Contingency Budget – Smith stated this will change based on the \$2300 that was just approved today. Discussion of other potential spending overages.
- 2020 Budget Guidelines and Fringe Rates – Smith distributed a draft letter addressed to the committees, changes to the wording in the letter were suggested. Non-personnel items were discussed.

ITS

- Motion/Second by Cushing/Fried to approve the ITS vouchers and blanket purchase orders as presented by ITS. All "Aye"; motion carried.
- IT Planning update – Rhodes gave a planning update.

Treasurer

- No vouchers were presented.

County Clerk

- Motion/Second by Cushing/Jensen to approve the County Clerk vouchers as presented. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on August 5, 2019 and August 13, 2019 at 9:30 a.m.

Adjourn

Chairman Hintz adjourned the meeting at 2:58 p.m.

Respectfully submitted,

Heidi Nehls, Recording Secretary
Oneida County Chief Deputy Clerk

David Hintz, Chair