

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE  
SERVICES COMMITTEE  
December 13, 2018  
Minutes**

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

**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 by Jensen/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by Jensen/Fried to approve the minutes of 11/6/2018. All aye; motion carried.

**Line Item Transfer for Land and Water Conservation Department regarding the carryover of \$500 cash match funds to be used with the Lumberjack Grant beginning in January, 2019** – Darcy Smith reported that Land and Water Conservation had received a \$500 donation to be used specifically with the Lumberjack Grant which will be spent in 2019. Motion by Jensen/Mott to approve the line item transfer for Land and Water Conservation Department regarding the carryover of \$500 in donations to be used with the Lumberjack Grant. All aye; motion carried.

**Register of Deeds – Public Property Request for Workstation** – Kyle Franson explained the need for the workstation and the reason that it is coming through the Administration Committee. Franson stated that this is an electronic lift desk and is currently used at the Sheriff's Office. Franson also stated that he has the funding available in his department budget. Motion by Mott/Hintz to approve the workstation. Discussion regarding the need for the desk. All aye; motion carried.

**County Administrator or County Executive pursuant to Wisconsin Statutes and the former Oneida County created County Coordinator position** – Jensen explained that he requested this be on the agenda. Jensen gave a handout "Summary of Oneida County Governance 1987-Present" that gave the history of the Administrative Coordinator, County Coordinator and the HR Director. Jensen stated that his main concern would be questioning what the purpose of the County Administrator and what happened with many of the duties that the County Coordinator held. Desmond and Charbarneau gave some history of the County Coordinator position and why the County Administrator position was assigned to the HR Director. Discussion regarding the difference between a County Executive, County Administrator and Administrative Coordinator. Hintz gave some history of the County Administrator and the cost that was associated with it when it was considered. Jensen would like to have this committee take a look at these positions and review them to consider where Oneida County should be headed and what is in the best interest of Oneida County. Discussion regarding what the next step is. Charbarneau was tasked with breaking down the job description and who is currently completing the tasks.

**Separation of the Health & Aging Committee into the Board of Health Committee and the ADRC Committee** – Dianne Jacobson gave some history of the Health & Aging Committee and when it was combined. Jacobson explained that there are statutory requirements for each of the committees and they each need to have individuals with certain criteria. Jacobson reported that the combined committees have become prohibitive for accomplishing tasks. Jacobson stated that the recommendation is to separate them into the Board of Health Committee and the ADRC Committee. Jacobson reported that the Board of Health Committee would need to have four County Supervisors and three citizens and the ADRC Committee would need to have four County Supervisors and five citizens. Jacobson reported that there will be a fiscal impact of about \$3300 per year due to needing eight County Supervisors instead of four. Discussion regarding how this could occur, the cost associated with it and what other changes to committees could occur. Motion by Mott/Fried to approve the separation of the committees. Clarification by Hintz that if this motion passes it is directing Corporation Counsel to draft a resolution to bring this back to the Committee. Hintz called a roll call vote; Mott, aye; Fried, aye; Hintz, aye; Jensen, nay; motion passes with 3-1 vote.

**Bomgar Software purchase for use by the Sheriff's Office** – Jason Rhodes was present and explained the purchase. Rhodes explained that this software will allow ITS to remote into the Sheriff's Office Computers. There are certain requirements that are needed in order to be CJIS (Criminal Justice Information Services) Compliant due to the sensitive nature of the Sheriff's office work. There will be a yearly fee of \$2500 and a one-time fee of \$7455.12. Rhodes reported that this will come from the ITS budget. Rhodes reported that the previous program being used (Team Viewer) does not meet the security requirements and that is why it needs to be changed. Discussion regarding why Bomgar and not another provider. Rhodes stated that he looked into it, a consultant looked into it and another employee in his department looked into the options and all three suggested Bomgar. Motion by Hintz/Jensen to support the purchase. All aye; motion carried.

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

#### **Treasurer**

- Ostermann presented three vouchers for approval. Motion by Jensen/Hintz to approve the Treasurer's vouchers as presented. All aye; motion carried.
- October and November Statement(s) of cash Reports.

#### **ITS**

- Rhodes presented vouchers for approval. Motion by Fried/Hintz to approve the vouchers as presented from IT. All aye; motion carried.
- IT Planning update – Rhodes presented the IT Planning update for the month of November.
- 2019 Long Range Plan – Rhodes presented the 2019 Long Range Plan for the IT department. Discussion regarding the long-range plan and how the County Board can assist with accomplishing the plan. Discussion regarding IT needs and whether the needs of IT will ever decrease. Motion by Jensen/Hintz to approve the 2019 ITS plan. All aye; motion carried.
- 2019 Blanket Purchase Orders – Motion by Jensen/Fried to approve the ITS Blanket Purchase order for 2019 as presented. All aye; motion carried.

## Finance

- Smith presented Finance Vouchers and blanket purchase orders. Fried/Mott to approve the blanket purchase orders and vouchers as presented. All aye; motion carried.
- Smith presented two line item transfers. Motion by Jensen/Mott to approve the line item transfers as presented. All aye; motion carried.
- General Investments Report – October 2018 – Smith presented the October General Investments report and reported that the interest income is meeting expectations.
- Review of 2018 Contingency Budget – Smith reported that the contingency budget currently shows there is \$141,939 for 2018, however, that will be completely wiped out by Social Services. It is anticipated that Social Services will exceed the 2018 budget by \$200,000.
- 2019 Vacancy Budget – Smith reported that the vacancy budget has been funded and is over by \$108,000.
- 2019 Long Range Plan – Smith presented her long-range plan and explained changes from 2018. Motion by Mott/Hintz to approve the long-range plan for Finance. All aye; motion carried.
- 2019 Blanket Purchase Orders – Smith presented Finance 2019 Blanket Purchase Orders and explained changes to the list. Motion by Jensen/Hintz to approve the 2019 Blanket Purchase Orders as presented. All aye; motion carried.

## County Clerk

- Hartman presented County Clerk's Vouchers and blanket purchase orders. Motion Mott/Jensen to approve the County Clerks vouchers as presented. All aye; motion carried.
- 2019 Insurance Renewals – Hartman gave an overview of the 2019 insurance rates for the Committee.
- 2019 Long Range Plan - Hartman presented the County Clerk's 2019 Long Range Plan. Motion by Mott/Hintz to approve the Clerk's Long Range Plan for 2019. All aye; motion carried.

It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility, Topic: Finance Director's Performance Evaluation and set performance goals for 2019 and Information and Technology Services Director Performance Evaluation and set performance goals for 2019 AND It is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.

Motion by Jensen/Mott to enter into closed session at 3:25 p.m. Mott, aye; Fried, aye; Hintz, aye; Jensen, aye. Motion carried.

Motion by Jensen/Mott to go back into open session at 4:04 p.m . Mott, aye; Fried, aye; Hintz, aye; Jensen, aye. Motion carried.

2. Announcement of action taken in closed session, if such announcement will not undermine the need for the closed session – Hintz reported that during closed session the committee reviewed and approved the performance goals of Finance and IT.

**Public comment/communications:** None

**Dates and items for future agenda/meetings:** The next administration committee meeting will be held on Monday, January 7<sup>th</sup> at 9:30 a.m. Transit charter and Carlson Detman Implementation and Budgeting.

**Adjourn**

Hintz adjourned the meeting at 4:10 p.m.

Respectfully submitted,

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Tracy Hartman, Recording Secretary  
Oneida County Clerk

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David Hintz, Chair

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