

**Joint Administration Committee/Labor Relations & Employee Services  
Committee  
January 9, 2017  
Minutes**

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

**Others present:** Lisa Charbarneau (LRES), Jack Flint (ITS), Tracy Hartman (County Clerk), Darcy Smith (Finance), Kris Ostermann (Treasurer), Brian Desmond (Corporation Counsel), Mary Rideout (Social Services), Brenda Behrle (Clerk of Court), Alex Young, and Kevin Boneske (media),.

**Call to order:** Chairman Hintz called the meeting to order at 9:30 a.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 Mott/Cushing to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Jensen/Fried to approve the minutes of 12/12/16 as presented. All ayes; motion carried.

**Out-of-state/county travel requests:** Jensen stated that he would like to go to the Legislative Exchange in February. Jensen will take it to the Public Works Committee for approval. No requests from Department Heads.

**Closed session:**

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)(g), "Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved". Topic: Child Support Legal Procedures-Stipulations and Orders. A roll call vote will be taken to return to open session. Motion by Cushing/Jensen to enter into closed session as identified at 9:35 a.m. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Fried-aye; Hintz-aye. Motion carried. Rideout, Desmond, Berhle and Young allowed to remain.

Motion by Cushing/Jensen to return to open session. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Fried-aye; Hintz-aye. Motion carried.

**Announcement of action taken in closed session:**

Hintz stated that while in closed session the committee discussed litigation strategies with legal counsel in regard to child support legal procedures, stipulations and orders.

### **Oneida County Humane Society services agreement and dog licensing fee.**

Maggie Hogan, Humane Society Vice President, would like to start a discussion regarding two goals of the Humane Society. The Humane Society would like the County to consider entering a service agreement similar to the agreement held with the City of Rhinelander. The second goal would be for the Humane Society to assist with the collection of dog licensing fees which would help defray the cost of the Humane Society for the County. Mott asked if the fee from the Humane Society would be a set fee or if that would be adjusted every year. Sue Otis, Humane Society Treasurer, stated that it would be a rate per capita fee which would be \$2.50 per capita which comes to \$87,500 for the County. This would be split between the City of Rhinelander and Oneida County based on the number of animals that came into the shelter. Discussion regarding dog license fees. Hintz stated that this is worth pursuing in the future but will need some further information. Hogan stated that the humane society would like to proceed with this as they have been working on this for the past year. Jensen asked why they aren't going to each town to enter into agreements as he believes this is a responsibility of each of the towns. Maggie believes it ultimately rests with the County to provide animal control services. The Humane Society is proposing an increase from \$3 for dog licenses to \$5 and there is an additional fee for a spayed or neutered dog. Hintz stated that we would need a specific proposal from the Humane Society and how this would impact the towns.

Motion by Mott/Fried to pursue the suggestions that are before us today and look at it further at the February meeting. All aye. Motion carried.

### **Clerk of Courts signatures on financial accounts.**

Behrle, Clerk of Courts, stated that she has been told they are looking at having 2 signatures on accounts, however, her concern is that this is not statutorily required and they have now gone to e-sign checks which is through the C-Cap system and doesn't allow 2 signatures. They also use positive pay and checks issued are compared at the banks and they are notified if there are any discrepancies. Ostermann suggested that whoever is writing the checks shouldn't be the same person that is approving positive pay. Mott asked if there has ever been a problem with having one signature in the Clerk of Courts office and Ostermann stated that there hasn't been a problem. Hintz stated that he is going to include agenda item 11, Resolution for signatories on various county accounts, up to this discussion.

Motion by Cushing/Fried to approve the resolution regarding required signatures on checks and forward it to the County Board for their consideration. Fried asked if we need to revise the resolution to include positive pay being administered by someone other than the signer. Behrle stated that they will make that change and it is understood as needing to happen. All Aye. Motion Carried.

### **County Clerk's office staffing levels.**

Hartman identified the new Chief Deputy, Heidi Nehls.

### **Deputy Clerk vacancy review appeal.**

Hartman requested that the committee waive the six month vacancy review period for the Deputy Clerk position. Mott stated that he was aware there was some discussion previously about eliminating that position. Hartman stated that the suggestion would be to leave the position at full-time on paper, however, hire the position at 28 hours per week. This would give some freedom to change the position back to full-time if, after six months, it is determined that more hours are needed. Motion by Cushing/Jensen to hire the Deputy Clerk at 28 hours/week and to forward to LRES for the vacancy review. Fried questioned the fiscal impact statement and the insurance statement. Mott requested that the resolution also state that there by a 6 month review of the efficiency of the 28 hour position. All aye. Motion carried.

### **Resolution to hire Mallery & Zimmerman to represent Law Enforcement Grievance.**

Desmond informed the committee that the Sheriff, Chief Deputy and the Civil Service Commission filed charges with the Law Enforcement Grievance committee asking for the dismissal of Detective Sargent Walcenbach (formerly Gardner). Walcenbach has the right to have her case heard before a fair and impartial decision maker and Desmond believes that it would be a conflict for him to provide legal advice to the Grievance Committee when they make the decision. He would suggest that this be Andy Smith with Mallery and Zimmerman. Motion by Jensen/Cushing to approve the Resolution to hire Mallery and Zimmerman to represent the Law Enforcement Grievance Committee with regards to the Welcenbach matter and forward it onto the full County Board for their consideration. Mott asked why Desmond's work would prevent him from providing legal advice to the Law Enforcement Grievance Committee. Desmond has given the Sheriff legal advice on this issue and this may run contrary to her interest, therefore, causing a conflict. Fried asked if there are any other options for the County. Desmond stated that the Law Enforcement Grievance Committee could operate without an attorney, however, given the interest at stake he would not recommend that. All aye. Motion carried.

### **Resolution for Advance to Oneida-Vilas Transit Commission.**

Mott stated that he is on the Oneida-Vilas Transit Commission and there are times that the Commission knows there is money coming from the State but it doesn't come in a timely manner and the Commission will run short on money. The Commission would like to request an advance from the Counties of up to \$50,000 when they know there is going to be a delay in the money. Hintz clarified that this will be a one-time advance of \$50,000 and they will draw from it as needed and it would be paid back when the money comes from the government. Darcy Smith stated that Vilas County will also be looking at this issue. Motion by Cushing/Hintz to approve the \$50,000 requested advance for the Transit Commission to forward to the County Board for their consideration. Smith stated that the commission has received an award letter from the Federal Government so they know the money will be coming and they will be able to return the money. Smith stated this money is already in the budget, this would be an advance of that budget. All aye. Motion carried.

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

### County Clerk:

- Motion by Cushing/Mott to approve the Clerk's bills as presented. All ayes; motion carried.

### Treasurer:

- Committee reviewed the statement of cash reports for periods ending 12/31/2016.

### Finance:

- Motion by Cushing/Jensen to approve the bills from the finance director as presented. All aye; motion carried.
- General Investments Report
- Smith presented recurring blanket purchase order for 2017 for approval. Fried asked for clarification of what controls are in place with the credit card usage. Darcy stated that there is a form that needs to be signed by the department head and Smith is comfortable with the controls that are in place. Motion by Cushing/Mott to approve the blanket purchase orders as presented. All ayes, motion carried.
- Smith presented line item transfers to move money from the contingency fund to cover an increase in salary in the Department of Public Health. Line item transfers for \$233,783 for health insurance. This stays in the contingency fund until the beginning of the year. Line item transfer for the 1% Cost of Living Adjustment increase to be moved from the contingency fund. Motion by Jensen/Hintz to approve the line item transfers as presented. All aye. Motion carried.  
Question by Smith concerning how line item transfers are brought before the Committee. Smith has approval to bring only larger line item transfers before the committee and she will approve small expense type line item transfers.
- Smith handed out the general investment summary and the 2016/2017 Contingency Budget. There is currently a balance of \$230,713 available in the contingency budget and the leftover will be put back into the general fund unless it is determined that it will be needed in 2017. The contingency will be used for health insurance increases, wage increases and any line item transfers brought to the board at the end of the year.

### ITS:

- Flint presented line item transfers to move \$18,458 and \$4000 within the ITS budget for 2016. Motion by Cushing/Fried to approve the line item transfers for 2016. All aye. Motion carried.
- Flint presented a list of blanket purchase orders which are the same as last year. Motion by Cushing/Jensen to approve the blanket purchase orders as presented. All aye. Motion carried.
- Motion by Cushing/Mott to approve the ITS bills as presented. All aye. Motion carried.

## **Board of Adjustment per diem.**

Delayed to February meeting.

**County open meeting compliance.**

Hintz stated that this has received a lot of press and some mistakes in compliance with open meetings rules have been made. A settlement agreement was recently reached related to an open meeting violation and there will be a training for all County Board Members to help improve in this area. The training will include topics such as what are appropriate closed session agenda items, discussing items that are not on the agenda, etc. Mott expressed taking offense to the article that stated the board is routinely in misconduct in regard to open meeting law. Fried asked who would be providing the training and asked if the training will also address getting consistency with different processes. Axley Brynelson, LLP will be creating the training while working with the WCA. This training will be held at a regular County Board meeting.

**Efficiency Team final report.**

Tabled to future agenda.

**Disband Efficiency Team Ad Hoc Committee.**

Tabled to future agenda.

**Public comment/communications.**

None

**Dates and items for future agenda/meetings.**

Hintz stated that this committee may need to consider two meetings a month if the agenda continues to be too lengthy. Next meeting 2/14/17 at 1:00 p.m.

**Adjournment.**

Motion Mott/Cushing to adjourn at 12:24 p.m. All aye. Motion carried.

Respectfully submitted,

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Tracy Hartman, Recording Secretary  
Oneida County Clerk

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David Hintz, Chair