

**Joint Administration Committee/Labor Relations & Employee Services
Committee
February 10, 2017
Minutes**

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

Others present: Tracy Hartman (County Clerk), Darcy Smith (Finance), Joe Brauer (Airport), Lynn Feldman (UWEX), Lisa Charbarneau (LRES) Mike Romportl (Land Information), Kris Ostermann (Treasurer), Lu Ann Brunette (Building and Grounds).

Call to order: Chairman Hintz called the meeting to order at 9:33 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/Jensen to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.
There is not a quorum of the LRES Committee.

Approve minutes: Motion by Jensen/Mott to approve the minutes of 1/9/2017 as presented. All ayes; motion carried.

Out-of-state/county travel requests: None

Resolution: Application for Divided Worker's Compensation Coverage: Lisa Charbarneau stated that this resolution is required by the State. This would cover "home health care workers" and to keep costs lower the County is approaching this as a divided worker's compensation policy. This group of employees would be covered under their own policy and therefore it wouldn't impact the premium of the County's policy. Discussion regarding the resolution. Motion by Jensen/Mott to approve the resolution as presented and forward on to the full county board for their approval. Hintz stated that this would not be a consent agenda item. All aye. Motion Carried.

Funding for Air Quality at the Rhinelander-Oneida County Airport: Lynn Feldman, UWEX, reported that the state paid for an engineering study and there were several recommendations made. One recommendation was to seal the ducts, install a negative air pressure curtain at the start of the luggage area and finally to install an air filtration system. The proposed cost to install of all these recommendations would be approximately \$20,000.00 with an annual cost to replace the filters. An estimate was received from Refrigeration Control and Design, Inc due to the fact that they are familiar with the systems at the Airport. Joe Brauer reported that the Airport Commission has stated that they would be willing to come up with half of the funding. Lu Ann Brunette reported that building and grounds has reviewed the plan presented and they concur that the changes recommended would have a positive impact on the air quality at UWEX. Discussion occurred regarding whether this will solve the problem and what type of problems may still be seen after the changes are made. The Airport Commission has expressed a desire to see this done following all of the recommendations and that all of it is done at once. Motion by Jensen/Mott to approve the improvements indicated as a result of the Rhinelander Oneida County Airport Evaluation Study for a cost not to exceed \$10,000 with the funds coming

from the contingency fund. Discussion regarding if there were other areas the money could come from. Brauer reported that it will take 2 weeks to get all of the equipment in and it will then take 7 working days to complete the work. All aye. Motion carried.

Contingency Fund LIT Approval for LWCD: This will go to the appropriate committee and come back to the Admin Committee after approval.

Efficiency Team Report: Hintz reported that this was initially done 5-6 years ago and it took a great effort to get it updated. Hintz thanked the committee for the work on the report. Jensen explained the process that was used by the committee to determine the ranking of programs and stated that this is only a tool to be used when looking at programs. Discussion regarding specifics of the report and how this tool can be used. Fried stated that he would like to see the administration committee review this report prior to budget talks to see if there are areas that can be looked at during budget planning. Romportl reminded the committee that overall the Efficiency Team looked at the safety of the community when ranking programs. Hintz stated that this will be introduced at a full county board meeting and each committee will be looking at their programs and able to question the report. Fried would like to see the Efficiency Team Committee stay together during the process of evaluating the report so that questions can be asked.

Re-Class Chief Deputy and Deputy Clerk position in the County Clerk's office:

Charbarneau explained that when the Carlson Dettmann study was completed the Deputy Clerks in the County Clerk's office were ranked lower than other Deputy Clerks in the Courthouse. This was done because the job descriptions for these positions had a lower level of education that was required and the previous Clerk was not willing to change the job description. Charbarneau reported that the job descriptions have now been updated to reflect the education level and make the positions equitable to the rest of the Court House. Charbarneau stated that the changes fall within the 2017 budget. Motion by Mott/Hintz to approve the proposed change. Jensen clarified the fiscal impact of the changes. Mott Aye, Jensen Aye, Hintz Aye, Fried Nay. Motion passes 3-1.

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

County Clerk:

- Request for Blanket Purchase Order for Property Insurance Expenses. Discussion regarding how the insurance pays the bills and why it comes through the county. Motion by Jensen/Mott to approve the Blanket Purchase Vouchers with the addition of the payments to vendors for insurance claims upon receipt of insurance reimbursement. All nay. Motion fails.
- Motion by Jensen/Fried to approve the County Clerk's vouchers as presented. All aye. Motion passes.

Treasurer:

- Motion by Hintz/Jensen to approve the bills from the Treasurer's office as presented. All aye. Motion passes.

ITS:

- Motion by Hintz/Mott to approve the line item transfers as presented. All aye. Motion carried.
- Motion by Mott/Jensen to approve the ITS bills as presented. All aye. Motion carried.

Finance:

- Motion by Fried/Jensen to approve the bills from the Finance Director as presented. All aye; motion carried.
- Smith handed out the general investment summary and the 2016/2017 Contingency Budget. Discussion regarding the general investment summary.
- Smith presented four line item transfers from the contingency fund for salary changes that were approved in 2016. Motion by Fried/Jensen to approve the line item transfers as presented. All aye. Motion carried.
- Smith handed out the 2016 contingency budget and the 2017 contingency budget summary. Discussion regarding the contingency fund, what it is used for and what happens if it isn't used.

Public comment/communications.

None

Dates and items for future agenda/meetings.

Future agenda items: Humane Society, County Administrator, Open Records Request Policy, Expera Update, Contracts with outside vendors. Next meeting scheduled for March 13, 2017 at 9:30

Adjournment.

Motion Mott/Fried to adjourn at 12:13 p.m. All aye. Motion carried.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair