

**Joint Administration Committee/Labor Relations & Employee Services Committee
December 12, 2016
Minutes**

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

Others present: Ken Kortenhof (Emergency Management), Lisa Charbarneau (LRES), Jack Flint (ITS), Mary Bartelt (County Clerk), Darcy Smith and Margie Sorenson (Finance), Kris Ostermann (Treasurer), Brian Desmond (Corporation Counsel), Tracy Hartman, Daleth Mountjoy and Kevin Boneske (media) and Kerri Ison (recording secretary).

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in the First Floor Conference Room 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 Cushing/Jensen to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Mott/Cushing to approve the minutes of 11/4/16 as presented. All ayes; motion carried.

Out-of-state/county travel requests: None.

Line item transfer request – Emergency Management: Sorenson provided a copy of the line item transfer to transfer state aid (grant) funds to a capital expense line item for some discretionary state aids received by Emergency Management. She noted the grant is written for wages as well as discretionary money. Kortenhof noted there are three parts to the grant, two parts for wages and one part for redistribution funds which is given back to counties based on personnel expenses. All expectations of the grant were fulfilled and the redistribution funds were above what Emergency Management expected to receive. Kortenhof noted the purchase of capital equipment is an allowable expense of the grant and relates to the grant and he has designated these funds to a specific purchase of a drone which will be used for search and rescue efforts. Training fees are included in the cost but not employee wages to attend the training. Discussion followed. Motion by Jensen/Mott to approve the line item transfer for the capital expense as presented by Emergency Management. All ayes; motion carried.

Chief Deputy Clerk Vacancy Review Appeal: Charbarneau presented vacancy review appeal for the Chief Deputy County Clerk position. The current Chief Deputy Clerk is retiring effective 12/16/16. This is a small office and a vacancy would create a hardship. The County Clerk has the ability to appoint a Chief Deputy per state statute. Discussion followed. Motion by Cushing/Hintz to approve the vacancy review appeal as presented and forward to the Labor Relations Employee Services (LRES) Committee for consideration. All ayes; motion carried. Charbarneau noted the position may be filled as soon as it is approved by the LRES Committee. Discussion followed.

Help Desk I Vacancy Review Appeal: Flint presented vacancy review appeal for the Help Desk I vacancy created by the retirement of Vicky Gehrig on 12/9/16. He noted the request has already been approved by the LRES Committee, contingent upon approval by the Administration Committee. Discussion followed. Cushing noted the request was unanimously approved by the LRES Committee. Motion by Cushing/Jensen to approve the Help Desk I Vacancy review appeal as presented. All ayes; motion carried.

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

County Clerk:

- Motion by Jensen/Cushing to approve the Clerk's bills as presented. All ayes; motion carried.
- Bartelt presented recurring blanket purchase orders for 2017 for approval. Motion by Mott/Cushing to approve the 2017 blanket purchase orders as presented. All ayes; motion carried.
- Bartelt reported that based on 2015 premiums, investments and loss results, Oneida County received a dividend check from Wisconsin County Mutual Insurance Company in the amount of \$15,585.

Treasurer:

- *Discuss signatures on financial accounts:* Ostermann noted following the election, new signatories are needed on specific checking accounts. She has spoken with Brian Desmond (Corporation Counsel) and Darcy Smith (Finance Director) regarding the issue. Ostermann discussed the accounts and provided suggestions for signatories. She noted several financial institutions now require a resolution authorizing signatories in order to process changes. A resolution will be brought to the January Administration Committee meeting for approval. Discussion followed regarding Clerk of Courts requiring only one signature on their account. Discussion continued.
- Committee reviewed the statement of cash reports for periods ending 10/31/16 and 11/30/16.
- Motion by Jensen/Cushing to approve the Treasurer's vouchers as presented. All ayes; motion carried.

ITS:

- Motion by Jensen/Fried to approve the two line item transfers for ITS as presented. All ayes; motion carried.
- Motion by Cushing/Hintz to approve the ITS bills and purchase orders as presented.
- Flint discussed charging departments for business cards. The ITS Department will provide 100 personal business cards per department at no cost. The cost is \$5.00/100 for additional cards. Cards that are placed on public counters are provided at no cost. Sorenson noted orders of 500 cards or more should be done through Central Purchasing.
- *Video conferencing:* Flint reminded the Committee of the issues relating to the video conferencing equipment in the jail and courtrooms. Six months ago, ITS took over the responsibility for the equipment from Buildings and Grounds. Since that time Flint has been working to get it serviced by the vendor. He is happy to report service has been completed and believes the issues are resolved.

- Flint provided the ITS long-range plan for Committee review noting items in green have been completed. Discussion followed. Motion by Cushing/Hintz to accept the long-range plan for ITS as presented. All ayes; motion carried.

Finance:

- Motion by Jensen/Cushing to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the line item transfer for dual coverage in ITS as presented. All ayes; motion carried.
- Smith presented an updated long-range plan for the Finance Department. Discussion followed regarding the implementation of a new highway accounting system and automated timekeeping. The Committee felt these two goals may be moved into short-term. Discussion continued. Motion by Cushing /Hintz to approve the Finance long-range plan moving the highway accounting system to the 2-3 year range. All ayes; motion carried.
- Smith thanked the Committee for providing dual coverage and being able to train with Sorenson prior to her retirement. She also thanked Sorenson for her patience and assistance during the training period.
- Discussion was held regarding the general investment summary dated 10/31/16 as presented.

2017 Budget/Capital Improvement Program budget: Sorenson noted following the approval of the 2017 budget, she itemized the ITS projects. In doing so, she realized the funding for electronic voting (\$27,000) was not removed from the budget as this capital improvement project was not approved. Sorenson indicated the funds must be transferred to correct the budget error. Discussion followed. Motion by Cushing/Jensen to transfer \$27,000 from the ITS budget to the contingency fund. Discussion followed. All ayes; motion carried.

County Board of Conduct issue: Mott questioned what constitutes a code of conduct issue? Desmond noted there is language in the County Code regarding the issue. He spoke previously with Mott but he did not have facts regarding the issue. Jensen wondered if this the role of the Administration Committee or if it should be taken elsewhere for resolution.

Mott noted the situation revolves around the air quality issues at the UW-Extension Office and the subsequent replies by Buildings and Grounds to these issues. He feels that the because of personal biases/beliefs of the Buildings and Grounds Committee Chair regarding UW-Extension, roadblocks and hurdles have been put in the way of finding adequate space for employees. Mott reviewed the issues discussed at the prior Administration Committee meeting.

Fried apologized if Mott has perceived hurdles as this want not his intent. He believes the questions he raised will help make well informed decisions regarding space needs. He believes county board supervisors should all be good team players for the best interests of the employees.

Lengthy discussion followed regarding space, air quality issues, funding and restructuring for UW-Extension and timeline for same. Mott stressed the need to find adequate space for affected employees while waiting for the restructuring to be finalized. Jensen feels each committee is doing their best to resolve the issues. He hopes committee chairs are acting in the role of chair and will not let their personal issues sway decisions. Hintz feels everyone is trying to do their job but must work together to find a resolution.

(Ted Cushing excused at 11:15 a.m.)

DOJ ruling regarding posting of meetings: Desmond received information from Mott regarding the Wisconsin Towns Association's opinion on the DOJ ruling regarding posting of open meetings. He noted it is the same information he already received. A meeting must be noticed for each committee that may be in attendance at a regular committee meeting. Therefore, it is important that supervisors be vigilant about notifying committee chairs and/or department heads of their intent to attend a meeting so that it can be properly noticed. If this is not done, a supervisor may not attend a noticed meeting if it creates a quorum of another committee. Desmond noted the Wisconsin Counties Association will be looking at a legislative fix for this issue, but he is unaware of the status at this time. Lengthy discussion followed.

Efficiency Team – Draft Departmental Ranking Review: Handouts were provided in Committee packets for review. Jensen discussed how questions were interpreted by the Efficiency Team. Each department was given two opportunities to meet with the Efficiency Team to discuss program rankings. This is a working document and departments will be able to defend programs as necessary. The Administration Committee thanked the Efficiency Team members: Robb Jensen, Margie Sorenson, Jack Flint, Dan Hess, Luann Brunette, Mike Romportl, Diane Jacobson and Lisa Charbarneau for all their work and for doing a great job. Lengthy discussion followed. Sorenson noted little weight was given to whether or not a program is mandated. Hintz would like this topic included on the January County Board meeting agenda.

Public comment/communications: None.

Items for next agenda: Electronic voting, Clerk of courts signatures on financial accounts, staffing level of County Clerk's office, Board of Adjustment per diem, closed session rules.

Adjournment: Motion by Mott/Jensen to adjourn at 11:50 a.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary

David Hintz, Chair