

**Administration Committee
January 5, 2015
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Harland Lee (Zoning Board of Adjustment), Kris Ostermann (Treasurer), Lynn Grube (ITS), Mary Bartelt (County Clerk), Margie Sorenson (Finance Director), Lisa Charbarneau (Human Resources Director), Bill Freudenberg (County Supervisor) Jonathan Anderson (media), Kerri Ison (recording secretary).

Call to order: Chairman David Hintz called to order at 9:30 a.m. in Committee Room #2 on the second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Mott to approve the amended agenda as presented. All ayes; motion carried.

Approve minutes: Motion by Paszak/Cushing to approve the minutes of 12/8/14 as presented. All ayes; motion carried.

Out-of-county / state travel: None.

Additional fee for Secretary of the Board of Adjustment (BOA): Harland Lee, Chair of the Zoning BOA was present to request additional per diem in the amount of \$10/meeting for the BOA Secretary. A written summary was provided to Karl Jennrich and Lee read it aloud. The Secretary of the BOA has additional responsibilities beyond those of the average board member, including recording information at site visits and meetings, is the keeper of documents and also drafts the Decision of the Board. An increase in per diem would acknowledge the additional work performed. Discussion followed. Desmond indicated a change in per diem will require an ordinance amendment if approved. Motion by Paszak/Jensen to approve an additional \$10 per meeting for the BOA secretary position and direct Corporation Counsel to draft the ordinance amendment for Administration Committee and County Board approval. All ayes; motion carried.

Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts: Desmond reviewed insurance requirements for the following contracts.

- Law Enforcement Center RCx: Contract for energy efficiency reviews on the building. Statutory requirements for worker's compensation, \$1 million comprehensive general liability and \$1 million professional liability.
- Barrientos Design & Consulting, Inc. Contract: Insurance coverage exceeds general policy requirements.
- Computer Lab Memorandum of Understanding: Intergovernmental agreement with Vilas County to use forensic computer lab for a one-time stipend. No insurance is necessary.
- Transit Commission: Tri-county organization established to provide transportation to citizens who are disabled or over the age of 60. Statutory requirements for worker's compensation and \$1 million general liability.

Motion by Cushing/Mott to approve the County Risk Manager's recommendations for items 6a, 6b, 6c and 6d on today's agenda. Discussion followed. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

Treasurer:

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

ITS:

- Motion by Cushing/Paszak to approve the ITS bill(s) as presented. All ayes; motion carried.
- I-pads/tablets for County Board Supervisors: Grube noted that in doing research, each county she spoke uses I-pads and the sales representative for government priced equipment indicated I-pads are standard. Grube provided spreadsheet showing all options/costs and discussed in detail. Annual cost is approximately \$600 per tablet, which includes internet access, assuming a 3-5 year life expectancy. If Citrix is included, all supervisors will have a county email address and all emails would be archived (helping with open records management). Lengthy discussion followed regarding projected savings, ability to use for electronic voting, training, user policies, personal use, ongoing costs, etc. Grube will continue to work on this project and provide updates at future meetings.

County Clerk:

- Motion by Cushing/Paszak to approve the County Clerk bills and blanket purchase orders as presented. All ayes; motion carried.

Finance:

- Motion by Cushing/Mott to approve the bills and blanket purchase orders as submitted by Finance. All ayes; motion carried.
- Motion by Cushing/Jensen to acknowledge receipt of the general investment summary for the period ending 11/30/14 as presented. All ayes; motion carried.
- Motion by Mott/Cushing to approve line item transfers as presented for Health Insurance, Accrued Compensated absences (PTO payouts), Sheriff's Union PTO Lump Pay, Emergency Management, Register of Deeds, Department on Aging and Social Services. All ayes; motion carried.

County Ordinance for mileage reimbursement: Sorenson provided ordinance amendment to bring mileage rate back to the federal reimbursement rate. Motion by Hintz to pass the ordinance amendment related to mileage reimbursement on to the full County Board for consideration (consent agenda). All ayes; motion carried.

Coordination of electronic device / equipment purchases: Currently electronic device / equipment purchases (i.e. cell phones, copy machines, mail processing machine) are made via individual departments. It is felt if purchases were coordinated a savings may be realized. Grube provided an inventory sheet as well as a survey regarding mobile devices. Motion by Cushing/Paszak directing Grube to pursue the mobile device survey, compile inventory of said items and to introduce the issue at the next Department Head meeting. All ayes; motion carried. Lengthy discussion followed.

Safety Program: Charbarneau noted a year ago injuries began being reported to a Nurses Hotline -- claims have been reduced by about 35%. She provided a list of steps for department heads/employees to follow when an employee is injured on County time (bottom three are new). Hintz requested that a safety portion to be added to the departmental annual reports. Lengthy

discussion followed. Mott suggested that accidents be discussed with staff on a case-by-case basis after speaking with Corporation Counsel (i.e. safety reminders). Discussion continued. Charbarneau will discuss accident reporting protocol at an upcoming Department Head meeting.

Long-range plan process: Sorenson plans to contact UWEX to assist with updating the planning process template as they have helped in the past. Cushing also suggested North Central Regional Planning Commission as an option.

Public comment: None.

Items to be included on next agenda: Per diem for Supervisors, forensic computer lab agreement with Vilas County, I-pads for County Board Supervisors, long-range plan process, safety program.

Adjournment: Motion by Cushing/Mott to adjourn at 11:05 a.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair