

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
FEBRUARY 8, 2021
Minutes**

Committee members present: Chairman Dave Hintz, Alan VanRaalte, Ted Cushing, Bob Mott and Billy Fried.

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in the County Board 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/VanRaalte to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by VanRaalte/Cushing to approve the minutes of January 11, 2021 and January 22, 2021. All aye; motion carried.

Public comment – None

Public Health wages and fringe increases funded from Contingency – Smith presented a line item transfer for the public health department. The Health Department are requesting an additional \$22,876.00 from contingency to cover increases to public health nurses and the assistant director. Motion by Cushing/Fried to approve the line item transfer of \$22,876.00 to come from contingency for the public health nurse and assistant director's wages. All aye; motion carried.

Vaccine Distribution Update – Linda Conlon appeared via zoom and gave an update on the vaccine distribution. Conlon reported that they have had two vaccine clinics in the last two weeks and there is another one scheduled for this week. To date they have given 2000 vaccines through the vaccine clinics and they received 450 doses for this coming week. Conlon explained how the distribution works. Conlon stated that around 30-40% of people are having a stronger immune response to the second shot than the first shot. Conlon reported that March 1st teachers will begin getting vaccinated and the timeline for vaccinating teachers will depend on the number of vaccines received during that time. Conlon reported that the State has set a timeline of who can be vaccinated and when and that timeline needs to be followed by the county or there is a risk that we would lose some of the vaccine doses. Conlon reported that they are taking insurance cards and will be attempting to recoup some of the costs of the clinics. Conlon stated that putting up a community wide vaccination clinic is a very large undertaking and it couldn't have been done without all of the county employee and community member volunteers.

Oneida County Code of Conduct – Hintz reported that he was reminded by the Corporation Counsel that the current Oneida County Code addresses the Code of Conduct and states that County Supervisors shall annually review to Code of Conduct. Hintz would like to see a note sent to all supervisors asking them to review the code of conduct and submit any questions/suggestions to the County Clerk to be reviewed at an administration committee meeting.

2021 Budget Line Item Transfer for Tourism Professional Services – Collette Sorgel, Three Lakes Tourism, and Krystal Westfahl, Minocqua Tourism were present and requested that the committee reconsider their request for \$24,560.00 to be brought forward from the 2020 budget to be used in 2021. Westfahl stated that the tourism counsel requested funds through the CARES grant that was spent on pandemic marketing and they spent \$24,560.00 on that marketing from their tourism budget. They ended up receiving a CARES grant to cover those costs, however, they were not able to complete the planned projects for 2020. They ended the year with \$24,560.00 remaining in the budget for 2020 projects that were put on hold to complete the COVID pandemic marketing. Smith reported that this money automatically rolls into a contingency fund and can only be used by tourism. Motion by Cushing/Mott to approve the line item transfer of \$24,560 for the tourism counsel. Discussion regarding the motion. Fried expressed concern regarding using the fund now and not reserving it to help balance the budget in 2022. Westfahl stated that the county funding helps to fund tourism advertising for the communities that don't have a chamber. Voice vote: 4 aye, 1 nay; motion carried.

Finance Department Staffing – Smith reported that one of her finance techs will be moving to a part-time position in the LRES office with her last day this Friday. Smith requested that the remaining finance tech be moved to 40 hours/week and possibly more hours and that the other position could be filled at 30% by the employee. Motion by Cushing to approve the request by the Finance director as submitted. Discussion regarding the request. Smith reported that this isn't a permanent change and will only be used until such time that it is no longer needed. All aye; motion carried.

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

Finance

- Motion by VanRaalte/Fried to approve the vouchers as presented. All aye; motion carried.
- Smith presented a line item transfer for increased wages for the payroll technician due to the COVID year. Motion by Cushing/Hintz to approve the line item transfer as presented. All aye; motion carried.
- Smith reported that they have found savings through health insurance. Smith is requesting \$42,000.00 from contingency to pay the Cottingham Butler contract for 2021. Smith reported that these funds were set aside in the contingency budget. Motion by Cushing/Fried to approve the line item transfer as presented. All aye; motion carried.
- General Investments Report – December 2020 – Discussion regarding the general investment report.
- Review of 2020/2021 Contingency Budget – Smith presented the 2020/2021 contingency budget.

ITS

- Motion by Cushing/VanRaalte to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- Thompson presented and explained two line item transfers which are covered by their budget. Motion by Cushing/VanRaalte to approve the two line item transfers as presented. All aye; motion carried.
- ITS Planning update – Thompson and Bunce gave the January planning update.

Treasurer

- Ostermann presented a line item transfer for \$10.00 and presented vouchers for the treasurer's office. Motion by Cushing/VanRaalte to approve the line item transfer as submitted. All aye; motion carried.
Motion by Hintz/VanRaalte to approve the treasurer's vouchers as presented. All aye; motion carried.
- Statement(s) of cash – December: This item was removed from the agenda.

County Clerk

- Motion by Hintz/Cushing to approve the County Clerk vouchers as presented. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on March 8th at 9:30 a.m. Future topics: Jeff Verdoorn, Economic Development Corporation. Fried would like to see the funding opportunities committee reconvened and a committee created to look at non-mandated programs. Code of Conduct and open records training.

Adjourn – Hintz adjourned the meeting at 10:53 a.m.

Respectfully submitted,

/s/ tracy hartman
Tracy Hartman, Recording Secretary
Oneida County Clerk

/s/ dave hintz
David Hintz, Chair