

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE**  
**MARCH 29, 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 Mott/VanRaalte to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by Fried/Cushing to approve the minutes of March 08, 2021. All aye; motion carried.

**Wisconsin Investment Series Cooperative (WISC) Investment Transfer-** Smith, Finance Director, explained the WISC Investment and stated that this will allow the County to utilize some shorter term investment options. Smith reported that this has been approved by the County Board. Smith reported that there are two options through WISC and she is recommending utilizing the LTD Portfolio Mix and moving \$1,000,000 to this fund today. Smith feels that this will be a good tool for the county's investments and would like to start with \$1 Million and may look at moving more in a few weeks. Discussion regarding the restrictions, withdrawal value, where the funds are being moved from and fees associated with the fund. Motion by VanRaalte/Fried to authorize the finance director to deposit up to \$1 million in the Limited Term Duration Series. Discussion regarding the potential returns and withdrawal penalties. All aye; motion carried.

**Community Development Block Grant (CDBG) Contract with Department of Administration-** Smith presented the contract for the CDBG with the Department of Administration. Smith reported that Corporation Counsel has reviewed the contract and Wiensch had several concerns regarding the contract. Smith requested that the state make changes to the contract, however, they only made 2 of the requested changes. Smith reported that the contract has to be approved today if the county is going to receive the \$770,979. Discussion regarding Wiensch's concerns. Discussion regarding the requirement for an affirmative action plan. Hintz stated that the affirmative action plan should be addressed by the LRES Committee. Discussion regarding the scope of work and who will complete the work required with the reporting. Mott requested that the municipalities that are receiving funds from the CDBG Grant are sent a memo outlining the requirements of the contract. Hintz would like to see the County proceed ahead cautiously. Motion by Fried/VanRaalte to approve moving forward with the contract as presented. Fried asked if there could be an addendum to the contract with the concerns addressed. Wiensch stated that a number of the concerns have been sent to the state and the state has stated that they will not sign the contract if there are changes made. All aye; motion carried.

**JD Edwards Accounting Software Upgrade to v9.4 -** Smith reported that in November, 2020 she was notified that the software needed an upgrade and for 2020 there was a workaround

provided. Smith suggested not purchasing the upgrade as it is costly and will no longer be needed once everything is off of AS400. Smith stated that if there isn't a workaround in 2021 it will be cheaper to pay someone to manually enter the information instead of purchasing the upgrade. Discussion regarding software options.

**American Rescue Plan Act of 2021** – Smith reported that these funds are less restrictive, however, the treasury department hasn't issued guidance at this time. Smith reported that the funds will be sent to the state and then distributed to the County due to the population of Oneida County. Smith reported that the belief is that 50% will be available within 30 days of the act being signed. Smith gave an overview of how the funds can be used and additional funds that may be available through other areas. Smith stated that the funds can be used through December 2024 and how the money is invested while it's being held will need to be considered. Discussion regarding how proposed projects under this funding may be approved.

**Evaluation and need for Funding Opportunities Committee** – Hintz reported that the FOC created a spreadsheet with ideas of items that may be cost cutting or revenue generating. Hintz stated that with the American Rescue Plan Act and other potential grants/funding opportunities coming in future months there may need to be a committee to look at funding mechanisms and what can be done with the funding and what should be approved. Fried would like to see the Funding Opportunities Committee started again to look at funding options and continue to evaluate county departments and the Human Service Center. Motion by Mott/Fried to reactivate the Funding Opportunities Committee and bring a resolution back to the Administration Committee at the next meeting. All aye; motion carried.

**Resignation of Finance Director and Recruitment Process** – Hintz announced that Finance Director Darcy Smith has submitted her resignation with her last day being April 15<sup>th</sup>. Hintz stated that the position is being advertised and applications are due to the County on April 5<sup>th</sup>. Smith recommended that people be allowed to continue to apply even after April 5<sup>th</sup> so that if there are no qualified or good candidates during the first review eligible applicants can continue to apply. Hintz would like to see the April 5<sup>th</sup> date as the first date for applications to be submitted, however, he would like to see the notice amended to include language that applications will be considered past that date. Fried requested that an exit interview be completed with Smith.

**Covid-19 Hazardous Pay for County Employees who did not furlough** – Fried reported that there are a number of counties that have given bonus payouts to select employees that were not able to utilize other options during COVID. Fried stated that this is something positive that could be provided to those employees that were not given choices during the COVID shutdown. Mott supported the idea and would like this to go through LRES. Smith suggested waiting until June when the funds become available from the American Rescue Plan Act. Motion by VanRaalte/Mott to send forward to the LRES Committee consideration of COVID 19 Hazardous Pay to County Employees that did not furlough. All aye; motion carried

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

##### Finance

- Line Item Transfers – Smith presented three line item transfers for approval. Motion by Mott/VanRaalte to approve the line item transfers as presented. All aye; motion carried.
- 2020/2021 Contingency – Smith present the 2020/2021 contingency report.

- January and February 2021 Investments – Smith reported that investments are not looking positive at this time and she believes it will be a tough year for investments. Discussion regarding other options available to the county.
- 2020 Budget Update - Smith reported that 2020 was a great year and she believes that there will be over \$3 million returned to the general fund once all budgets are closed. Smith reported that where interest is lacking sales tax is exceeding previous years.
- Resolution to Authorize Budget Transfers – Smith reported that this will be addressed at the next meeting.
- 2022 Budget Calendar – Smith presented a draft 2022 Budget Calendar and would like to distribute this to the departments this week. Budget hearings will be scheduled for October 4<sup>th</sup> – 7<sup>th</sup>.

**Public comment/communications:** None

**Dates and items for future agenda/meetings:** The next administration committee meeting will be held on April 12<sup>th</sup> at 9:30 a.m. Future topics: Code of Conduct and resolution eliminating the Code.

**Adjourn** – Hintz adjourned the meeting at 11:38 a.m.

Respectfully submitted,

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Tracy Hartman, Recording Secretary  
Oneida County Clerk

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David Hintz, Chair