

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE
MARCH 9, 2020
Minutes

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

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in the 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. Hintz reported that he has asked the Health Department and Emergency Management to come to the March County Board meeting to discuss the Corona Virus.

Approve agenda: Motion by Jensen/Cushing to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Cushing/Fried to approve the minutes of February 10, 2020 as presented. All aye; motion carried.

Out-of-state / out-of-county travel request(s) ITS Department – GIPAW (Governmental Information Processing Association of WI) Conference. Motion by Jensen/Cushing to approve the out-of-county travel for the ITS Department. All aye; motion carried.

Creation of continuing appropriation account for Medical Examiner's Office for organ fees to be used for future training - Smith explained that this would be a new revenue source and Crystal Schaub would like to use the funds to pay for future trainings. Schaub explained that whenever they have someone pass away if they are eligible for organ and tissue donation the Medical Examiner's Office can be refunded for toxicology and transportation and they will receive a \$300 fee. Schaub explained that she would like to look at this being set aside for training in a continuing appropriation account. Discussion regarding how to handle the additional revenues and future trainings. Schaub was told that a continuing appropriation account would not be created, however, if there are trainings in the future that she feels would be necessary they will be considered.

UW – Extension – a) Agreement for delegation of financial budget authority b) Lease cancellation for UW-Extension offices at the Rhinelander-Oneida County Airport c) Cost of UW-Extension move from airport to Nicolet College d) Damage to Airport office space e) Contract with Oneida County f) Lease agreement with Nicolet – Hintz reported that he received a number of calls last week regarding UW-EX moving out of the airport and how the lease is going to be handled in the future. Smith presented a contract that was sent by UW-EX allowing a non-county employee to sign time cards and other budgetary transactions Motion by Jensen/Mott to approve the delegation for financial and budgetary authority as provided on the form under agenda item a. All aye; motion carried. Hintz reported that he received a call from Matthew Leitner, Airport Director questioning when they will receive notice of the cancellation of the lease. Discussion regarding cancelling the lease and what impact that will have on the 2020 and 2021 budget. Discussion regarding the lease with Nicolet for UW-EX in 2020 and 2021. UW-EX will be covering the lease cost for a portion of 2020 and the County budgeted \$4500 for a portion of the lease if it is needed. Discussion regarding additional costs that would

be associated with UW-EX moving to Nicolet. Rhodes reported that he will need to have all of the IT equipment moved from the Airport to Nicolet and would request that Buildings and Grounds help with that move. Rhodes also reported that he will have a consultation bill for setting up the equipment and firewall to Nicolet. Rhodes believes that would cost around \$750-\$1000. Brunette reported that Buildings and Grounds may not have the time to move UW-EX when the move occurs, however, Buildings and Grounds is not yet aware of what would be involved in the move. Brunette reported that some of the work stations have damaged the walls and Brunette questioned who would cover the cost of the repairs. Hintz reported that it is his understanding that the contract with UW-EX is still in draft form and would need to be finalized. Discussion regarding the contract. Charbarneau will verify how the contract stands and if there is anything with the contract that needs to be completed. Discussion regarding finalizing a date for the UW-EX to move. Cushing stated that a date needs to be set before a number of these questions can be answered. Mott and Jensen will address the move date, the cost of the move, the lease costs and what is included in the lease during the next UW-EX meeting.

Indirect Costs for the ADRC 2020 – Smith reported that the ADRC budgeted \$14,000 in indirect costs for 2020, however, it has been discovered that there is actually \$22,000 in indirect costs that can be recouped by the ADRC resulting in \$8,000 additional revenue. Discussion regarding indirect costs and how they are billed to other departments.

Purchase versus lease of County Copiers – Social Services copier replacement and funding – Smith reported that she has been working with IT to get a list of all of the copiers that are throughout the County and they have been looking at purchasing versus leasing and how to pay for the cost of the copiers. Smith reported that the cost to lease a copier is approximately \$4000 more than purchasing when figured over a 4 year time period. Smith would like the committee to look at purchasing a copier and have social services billed for the cost of the copier monthly. Motion by Jensen/Hintz to approve the purchase of the copier for Social Services with funding to come out of the 2020 Buildings and Grounds Continuing Appropriation Account. All aye; motion carried.

Closing of Associated Bank Health and Welfare Trust Account – Smith explained that there a health and welfare trust fund is an account that was previously used for paying for the \$12,000 HRA at the end of the year for employees that were terminating. Smith reported that 23016 was the last year for the HRA Payout, however, there were still funds in the account. In 2016 the board started using \$75,000 from this account towards the health insurance budget. Smith is planning to close this account now and transfer the total amount to the County Budget. This was approved for the 2020 budget for \$28,470.00, however, Smith wants the committee to know the account has \$93 more than what was budgeted.

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

Finance

- Smith presented line item transfers to closeout 2019. Motion by Cushing/Mott to approve line item transfers for Finance as presented. All aye; motion carried.
- Smith presented a line item transfer for PTO Payouts for 2019 and a line item transfer to transfer funds from the IT personnel budget to the contingency fund. Motion by Jensen/Cushing to approve the two additional line item transfers as presented. All aye; motion carried.

- Motion by Hintz/Cushing to approve the vouchers for finance as presented. All aye; motion carried.
- General Investments for January, 2020 – Smith presented the general investment summary for January, 2020.
- Review of 2019/2020 Contingency Budget – Smith presented the contingency budget for 2020 and reviewed how the 2019 contingency budget currently looks.
- 2019 Vacancy Budget – Smith presented the 2019 vacancy budget which is short \$105,878. Discussion regarding the vacancy dollars and how those dollars can be used by the departments.
- 2019 Budget Update – Smith reported that she is currently anticipating an estimated return of \$1.8 million to the general fund.

ITS

- Motion by Cushing/Jensen to approve the ITS Line Item transfer as presented. All aye; motion carried.
- Motion by Jensen/Cushing to approve the ITS vouchers as presented by ITS. All aye; motion carried. All aye; motion carried.

Cushing excused at 11:12 a.m.

- IT Planning update – Rhodes gave a planning update.

Treasurer

- Statement(s) of cash – January and February: Chief Deputy Ostermann presented and explained the January and February statement of cash reports.

County Clerk

- Motion by Mott/Hintz to approve the County Clerk line item transfers as presented. All aye; motion carried.
- Motion by Jensen/Mott to approve the County Clerk vouchers as presented. All aye; motion carried.

Hintz reported that Desmond is not available this morning and this will be moved to a future agenda item. Jensen expressed concern with this item being addressed in closed session. Discussion regarding whether this needs to be in closed session in the future. **CLOSED SESSION:** It is anticipated that the committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Topic: Corporation Counsel Paperless Office Software. A roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.

Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on March 23rd at 9:30 a.m. and the April meeting will be held on April 13th at 9:30 a.m.

Adjourn – Hintz adjourned the meeting at 11:28 a.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair

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