

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
AUGUST 9, 2021
Minutes**

Committee members present: Chairman Dave Hintz, Alan VanRaalte, Ted Cushing (via Zoom), 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 VanRaalte/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Mott/Cushing to approve the minutes of July 12, 2021. All aye; motion carried.

Public Comment – None

Single Point of Entry – Fried stated that he requested this topic on the agenda and reported that this issue has been looked at by the County Facilities committee for a number of years. Fried reported that funding for the necessary equipment could be handled by CIP, however, the larger concern is the funding of staffing. Fried stated that he has requested this be brought back because he believes this needs to be brought before the entire county board to determine how this may impact the 2022 budget. Fried stated the definitive decision needs to be made on if this is moving forward or if this will not be done. Discussion regarding who would need to enter through the single point entry. Mott requested that prior to this going to the county board he would like to see a proposed policy on who would be required to use the single point entry and he would also like to see a report on how other counties have handled this and what issues they have had from the single point entry. VanRaalte stated that he believes everyone should have to enter through the single point entry. Schreier expressed a concern with creating policy prior to a decision being made on if this is necessary. Schreier stated that this is necessary and should be implemented. Fried would like to see this committee approve a resolution to go to the County Board in September. Motion by Cushing/VanRaalte to send a resolution to the County Board regarding implementation of Single Point Entry for the Oneida County Courthouse. Mott stated that he would like to see a report from Wood County, the single point entry policy and cost breakdown included with the policy. All aye; motion carried.

2022 Budget and Funding Opportunities Committee Update – Smigielski reported that departments have begun working on their 2022 budgets which are due to Finance by this Friday. Finance will get reports ready for approval by each committee of jurisdiction in September and this will come before the Administration Committee at budget hearings in October. Discussion regarding what guidance has been given to departments regarding increases and cuts needing to be made. Fried suggested that each department present a list of any services that are contracted outside of the county. Discussion regarding what contracted services would be looked at and the dollar threshold to look at. Schreier suggested that departments document if it's mandated or not mandated. VanRaalte stated that this may also show a duplication in services or if additional staffing may be less expensive than contracting. Fried would also like to see if there are non-mandated services and positions or positions that

that are not revenue making or complementing mandated services that may not be necessary. Hintz stated that Funding Opportunities is also looking at the ARPA Funds and have a list of approximately \$14 million for projects that would fall under the ARPA Funds. Fried stated that the FOC has also looked at the County considering different ways of County Administration and has also looked at the Human Services Center, however, some of these items will not be determined prior to the 2022 budget but may need money set aside if they are going to be considered in the future. Discussion regarding the ARPA funds and how those will be approved through the county.

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

Finance

- 2022 Position Request – Finance Intern – Smigielski reported that internships are an important way for students to get some understanding of finances in business and government settings. Smigielski stated that this is typically a student that has completed their sophomore year and explained wages and duties that would be completed by the intern. Mott asked about confidentiality. Smigielski reported that the intern would not be handling payroll deductions or other areas with confidential information. VanRaalte expressed support for this position. Hintz expressed support for the position. Motion by VanRaalte/Hintz to support the idea of an intern and for Smigielski to put it in the 2022 budget. Fried would like to see this go through LRES for a discussion on the wages. All aye; motion carried.
- 2019 Cost Allocation Plan – Smigielski explained the cost allocation plan which is primarily used by Social Services. Smigielski introduced Lucas Williamson from Maximus. Williamson reported that they began working with Oneida County in 2019 on the 2018 Cost Allocation Plan. Williamson reported that they had previously been told not to include IT costs to Social Services and Child Support and they did amend the 2019 cost allocation to include child support and the Social Services. Williamson reported that the County will be reimbursed for a portion of these services through grants and for Child Support the County will receive 66% which is approximately \$60,000 and for Social Services it is a return of approximately 14-15% which will be a return of approximately \$35,000. Williamson reported that is the main purpose of a cost allocation plan.
- mBank and Nicolet Bank Merger Update – Smigieski reported that mBank and Nicolet Bank merged and the County funds will be transferred.
- 2020 Audit Update – To be discussed in closed session.
- June Investment Report – Smigielski presented the general investments report. Smigielski reported that she will be allowing the certificates of deposits to mature and will be moving that money into money market accounts or into the LGIP.
- Motion by Fried/Mott to approve the vouchers and July blanket purchase orders as presented. All aye; motion carried.

10:27 – Cushing excused

ITS

- Motion by Mott/VanRaalte to approve the ITS vouchers and blanket purchase orders as presented by ITS. Fried questioned the budget and Rhodes reported that he will most likely be approximately \$40,000 short for the 2021 budget and there will be a better estimate next month. All aye; motion carried.
- American Rescue Plan – Relief Funding Request

1. End User Security Awareness Training – Rhodes explained that scams are happening frequently and staff have fallen for the scam and entered their username and password. Rhodes would like to see an end user security awareness training made mandatory for County Board Supervisors and employees. Rhodes explained that as part of this everyone would be required to take a class and at the end take a pass/fail test prior to being allowed access to the system. Rhodes stated that as part of this there would be periodic testing to make sure employees aren't opening scam emails.
2. American Rescue Plan – Relief Funding Request – Contract Programming & Security Hardware – Rhodes explained that this has already been purchased and they are looking at having this reimbursed.
3. American Rescue Plan – Relief Funding Request – Server and NAS Storage - Rhodes explained that IT is looking to expand existing devices for security. They currently have an NAS Storage at the Courthouse and would like to have a system at another location for security purposes.
4. American Rescue Plan – Relief Funding Request – Enterprise Resource Planning (ERP) Upgrade – Smigielski reported that the ERP is already in a CIP project, however, they are including it under the Relief Funding to get a portion of the expense covered under this funding source. Smigielski reported that \$1 million earmark is an unknown until proposals are received.

Discussion regarding the proposed projects. Mott stated that this is an ongoing issue and questioned if this will take care of the threats. Discussion regarding the continual attacks that occur on the County computers and the ever changing needs to meet those attacks. Hintz stated that he believes the committee is in support of moving these items on in the process.

10:45 – Mott excused

- 2022 Position Request to modify Computer Web Technician Hours from 1950 to 2080 – Rhodes reported that a staff member has left and Rhodes would like to move that position from 1950 to 2080. Rhodes reported that the previous employee requested that the position be kept at 1950 for family purposes, however, Rhodes feels that this needs to be changed to bring that position to 2080 so that it matches the remaining positions in the department. Motion by Fried/VanRaalte to approve the request to move the Computer Web Technician hours from 1950 to 2080 with the funding to be discussed at a future meeting. All aye; motion carried.
- 2022 Position Request – Network Analyst/Office Manager – Rhodes reported that they are needing an additional person. Rhodes reported that with the increase in work from departments they are needing to hire a contractor to complete work at \$150 per hour and this is something that could be completed in department at a lower rate. Rhodes reported that they would like to promote from within and fill the remaining vacancy. This would be hourly exempt and start at step 1 of the J Grade. Motion by VanRaalte/Hintz to approve the position Network Analyst/Office Manager and move forward to LRES. All aye; motion carried. Hintz asked what the net cost would be. Smigielski stated that the net cost would be presented at the next meeting. Fried would like to see the ITS Department look at the future structure of the IT Department and bring this to a future meeting. Fried stated that he would like to see this brought back at the next meeting. Hintz reported that ITS could bring the structure to the LRES Committee.

- Vertiv Liebert UPS System – Service Plan – Rhodes explained that on July 26-27th there were storms and the County lost power and the generator did not start. This caused the UPS Backup system to use its internal batteries and now the system is not able to cover small gaps in the power. Rhodes would like to get maintenance on the current system and presented a proposal from Vertiv Liebert UPS System. Rhodes explained that this is a backup battery system that gives a 5-10 minute window allowing the generator to kick in and power the servers. Fried would like to see this postponed so that buildings and grounds can discuss this contract and determine if this is the best option. Discussion regarding which committee should address this maintenance agreement and how this might proceed. Fried would like to see this looked at as a service call first to determine what the overall cost would be. Discussion regarding contract versus service call. Rhodes and Huber were directed to have Liebert come and complete a service call to determine what is needed.
- IT Planning update – Rhodes presented the IT Planning update.

Treasurer

- Bid Opening for 2021 In Rem Title Work – Ostermann stated that only one bid was received and opened a bid from Shoreline title for \$199 per search. Ostermann reported that Shoreline Title provided the title work last year also. Motion by Hintz/VanRaalte to accept the bid as provided. All aye; motion carried.
- Statement(s) of cash – June: Ostermann presented the June statement of cash reports.

County Clerk

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

Public comment/communications: Tom Jerow, Rhinelander Resident, urged the County and the City to work proactively to find the source of the PFAS Contamination.

Dates and items for future agenda/meetings: The next administration committee meeting will be held on September 7th at 9:30 a.m. and a second meeting on September 10th at 9:30 a.m. Future topics: Single Point Entry

Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Topic: 2020 Audit Update and PFAS Update). 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.

Motion by Fried/VanRaalte to enter into closed session at 11:38 a.m. Roll call vote taken: Fried, aye; Hintz, aye; VanRaalte, aye. Motion carried.

11:38 a.m. – Recess

11:45 a.m. – Return to closed session

Motion by Fried/VanRaalte to return to open session at 12:48 p.m. Roll call vote taken: Fried, aye; Hintz, aye, VanRaalte, aye. Motion carried.

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).

Hintz reported that while in closed session the committee visited with legal counsel regarding the two topics.

Adjourn – Hintz adjourned the meeting at 12:49 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair

DRAFT