

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
September 7, 2021
Minutes**

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

Absent: Bob Mott

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/Fried to approve the minutes of August 9, 2021. All aye; motion carried.

Public Comment: None

Contract Addendum with Advance Correctional Healthcare: Sheriff Hartman stated that he is seeking additional funding to do screenings within the jail for the chapter 51.15 commitments. Hartman stated that the Human Service Center has historically done the screenings within the jail, however, this was stopped during COVID due to difficulty finding staffing. Hartman stated that the jail is required to let an inmate go by law when their sentence is up, however, if that inmate is on suicide watch they are not legally allowed to let the inmate go which is causing issues with violating the inmates rights. Hartman stated that they are able to get a contract with their current medical provider Advance Health Care to provide the mental health screenings at a cost of \$33,855.00 for 2021. Discussion regarding the screenings and the requirements. Hartman stated that the amount for a full year is approximately \$101,000 and this amount is not based on a set number of screenings. Hartman stated that daily someone is on suicide watch and frequently there are up to five inmates on suicide watch at any given time. Fried questioned if the service is no longer being provided by the Human Service Center should they be obligated to the expense. Cushing stated that this is not something that has been included in the contract in the past. Fried questioned if it would be more feasible for Oneida County to work with Vilas and Forest County to hire a staff member to complete the assessments. Discussion regarding the service provided and other options. Motion by Hintz to approve the contract with the money to come from the contingency budget. Cushing asked if this can be covered under the Sheriff's Office Budget for the remainder of 2021. Steven Schreier stated that the Human Service Center just returned a check to Oneida County for a fund balance in 2020. Smigielski stated that she believes the Sheriff's Office budget will be able to cover this expense in 2021. Motion by Hintz/Vanraalte to amend the motion to state that the funding will come from the Sheriff's Office Budget. Fried expressed concern with taking the money from the Sheriff's Office budget. All aye; amended motion carried.

2020 Audit Presentation by Clifton Larsen Allen – Tina Smigielski reported that the final audit has been received and filed with the state and federal agencies. Scott Sternhagen, CliftonLarsenAllen LLP, presented the 2020 audit report. A copy of the 2020 audit can be

found in the County Clerk's Office. Sternhagen reviewed the Management Communications. Sternhagen reported that there is a decrease in the unassigned fund balance of approximately \$2 million dollars for capital projects. The county continues to be in good financial position according to Sternhagen. Smigielski stated that the transfers from the general fund to the capital fund have been occurring at the beginning of the year rather than after the expense has been received. Smigielski would like to see that changed to transferring the money after the expense has been realized. Sternhagen reviewed the Highway Department Operations, Solid Waste Department and other funds. Sternhagen reported that they would recommend the County develop a procedure to have all journal entries that are posted into the County's accounting system be reviewed and approved by someone other than the preparer. Discussion regarding journal entries and possible changes to the process. Motion by Cushing/VanRaalte to accept the auditor's report. All aye; motion carried.

Resolution to create a single point of entry at door #1 of the Oneida County Courthouse
Resolution to create full time deputy position for Courthouse single point entry
Resolution to create ADA drop-off at door #1 of the Oneida County Courthouse

– Fried presented a binder of information regarding the single point of entry information and history that was compiled by the Buildings and Grounds Department. Fried reported that this has been looked into a number of times over the last 7 years and the Courthouse Security Committee has asked that this be looked into again. Fried presented the three resolutions listed above to the committee. Fried stated that the Single Point of Entry at Door #1 is a standalone resolution that will allow for flexibility to purchase the necessary equipment and have it if it is needed. Fried reported that the resolution to create a full time deputy position has three options and the Sheriff's Office created a fiscal estimate for each option. Discussion regarding the estimated costs. Sheriff Hartman stated that there is not a policy proposal for how a single point of entry would be run. Hartman reported that prior to creating a policy the Sheriff would like to allow the Judges, District Attorney and Human Resources Department to give input into the policy with the final policy coming from the Sheriff. Discussion regarding the proposed cost of the full time deputy position and the startup costs. Steven Schreier stated that he would advocate for having a sworn deputy staff the single point of entry.

Motion by Fried/Cushing to move the resolution relating to the cost of \$180,000 for the Sheriff Deputy position to staff the single point of entry be moved forward to the full county board for their consideration. All aye; motion carried.

Fried presented a resolution to create a single point of entry at door #1. Fried stated that the cost of \$84,000 is to purchase the hardware to alarm existing exists, purchase necessary equipment and make changes to walls. Fried stated that approving this resolution even if the deputy position isn't approve will make the Courthouse ready for single point of entry. Motion by Fried/VanRaalte to move the resolution to create a single point of entry at door #1 of the Oneida County Courthouse to the County Board for approval. All aye motion carried.

Fried presented the resolution to create an ADA drop-off at door #1 of the Oneida County Courthouse. Fried explained the proposed changes to the front of the courthouse. Steven Schreier spoke in support of this resolution. Motion by Cushing/VanRaalte to approve the resolution for ADA Drop-Off and forward to the County Board for their consideration. Discussion regarding additional handicap parking. All aye; motion carried.

11:04 a.m. – Committee took a recess

11:17 a.m. – Return to session

Relief Funding Preliminary Plan – Hintz reported that the Funding Opportunities Committee has been meeting and discussing the American Rescue Plan Act (ARPA) and stated that the FOC has come up with a draft plan of how that money will be used. Finance Director Tina Smigielski has created a written plan based upon the recommendations of the committee and presented the draft plan to the committee. Smigielski reported that there was \$2,000,000 set aside for Public Health/Economic Impact Projects. This includes \$165,000 for the Oneida County Fair, \$150,000 for vaccine administration & promotion, \$675,000 for community investment/matching, \$625,000 for child protective services, \$300,000 for substance abuse mitigation, \$75,000 for disinfection of county facilities and vehicles and \$10,000 for single audit fees. Smigielski reported that there is \$1,700,000 set aside for Infrastructure which includes \$100,000 for tourist rooming house licensing and enforcement and \$1,600,000 for broadband. Smigielski reported that \$3,000,000 has been set aside for Government Services which includes \$1,000,000 for courthouse improvements, \$500,000 for law enforcement center improvements and \$1,500,000 for information technology improvements. Smigielski reported that the remaining \$200,000 has been set aside for contingency for project additions and overruns. Discussion regarding the proposed projects and how to proceed. Smigielski stated that the next step would be for finance to work with the departments to clean up budgets prior to October budget hearings. Smigielski reported that there are a number of proposals that are currently in the Relief Funding Plan and in department budgets and that needs to be cleaned up prior to budget hearings.

Finance

- Vouchers, purchase orders, line item transfers - Motion by VanRaalte/Cushing to approve the vouchers and blanket purchase order as presented. All aye; motion carried.
- 2022 Finance Department & Other Budget Requests – Smigielski presented budgets for central postage, central telephone, central duplicating and central purchasing. Smigielski presented the finance department budget, independent audit budget, cost allocation plan, Airport subsidy, Animal Shelter request, Lakeland Retirement Foundation, Regional Reference Library, Economic Development, Advertising (Tourism), North Central Regional Plan and General Fund Transfers. Fried requested that the Lakeland Retirement Foundation funding be handled through the Social Services/ADRC Budget. Smigielski presented the reserve for contingency budget. Smigielski presented the other funds budget which include the revolving loan fund, economic development trust fund, airport construction fund and capital project fund transfers in/out. Motion by Cushing/VanRaalte to pass the finance department budget onto the budget hearings. All aye; motion carried.

Recess – 12:15

Return from Recess – 12:40 p.m.

ITS

- Vouchers, purchase orders, line item transfers - Motion by Cushing/VanRaalte to approve the vouchers and blanket purchase order as presented. All aye; motion carried.
- 2022 ITS Department Budget Requests – Rhodes presented the proposed 2022 ITS Budget. Rhodes stated that the budget currently includes an additional staff member. Rhodes reported that in 2024 they will be losing a programmer to retirement and they do not anticipate replacing that position. Rhodes reported that they have asked for

increases in software and hardware line items. Rhodes reported in the past the ITS department has been told to include new hardware as a CIP, however, during CIP the ITS Department is told the purchase of hardware should be handled through the budget. Rhodes reported that he is including it in the budget and has included a CIP for it and is looking for guidance from the Administration Committee on where it should remain. Rhodes reported that they have also requested an increase in the annual maintenance contract budget. Discussion regarding the ITS budget. Discussion regarding charging back ITS services to departments. Motion by Fried/VanRaalte to accept the ITS Budget and forward it onto the budget hearings. All aye; motion carried.

- IT Planning update - Rhodes gave a planning update. Rhodes reported that since a power outage in July 26th and 27th they have had repeated issues with the UPS Power for the data center equipment which is causing issue with performance. Rhodes reported that they have received approval to send two employees to badger tracks training in Stevens Point.
- UPS Unit for the Data Center – Rhodes reported that they had Liebert come in and look at the existing UPS unit and the final recommendation is to replace the unit due to the age of the current unit. Rhodes presented three options. Option 1 will cost approximately \$19,057.00 to replace the unit which does not include the maintenance and installation. Option 2 will cost approximately \$70,000 and includes the new unit, service contract, and installation. Option 3 will cost approximately \$25,000 to upgrade existing unit. Smigielski reported that this will need to come from the contingency fund. Motion by Hintz/Cushing to approve the option 2 proposal for \$70,000 and pass it onto the County Board for their approval. VanRaalte, aye; Cushing, aye; Hintz, aye; Fried, nay. Motion carried.

Treasurer

- Vouchers and purchase orders – Motion by Hintz/Cushing to approve the Treasurer's vouchers as presented. All aye; motion carried.
- In Rem Property – RH-783 Euro-American Realty Investors Incorporated (Monster Mart) – Ostermann reported that this has come before the committee before for foreclosure, however, the committee has passed this up in the past. Ostermann reported that there have been interested parties in the property. Discussion regarding the cleanup, liability, and other issues if the county would sell the property. Ostermann reported that we currently have over \$40,000 in back taxes. Cushing would like to see no action taken at this time and continue to write-off the property.
- 2022 Treasurer Budget – Ostermann presented the treasurer's budget which includes an increase in paper products. Motion by Cushing/VanRaalte to accept the treasurer's budget and forward it to budget hearings. All aye; motion carried.
- Statements of cash – July – Ostermann presented the July statement of cash.
- Out of County Travel for WCTA Fall Conference – 10-19-2021 to 10-22-2021 – Fond Du Lac County – Ostermann reported that she will be attending the WCTA Fall Conference in Fond Du Lac in October. Motion by Cushing/VanRaalte to approve the out of county travel request. All aye; motion carried.

County Clerk

- b. Vouchers, purchase orders, line item transfers – Motion by Cushing/VanRaalte to approve the clerks vouchers as presented. All aye; motion carried.
- c. 2022 County Clerk Budget, County Board and Committee Budget, Insurance and Risk Management Budget – Hartman presented the County Clerk Budget, County Board

and Committee Budget and the Insurance and Risk Management Budget. Motion by Cushig/VanRaalte to approve the county clerks budget 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 October 4, 5, 6th for budget hearing. Future topics: ITS Strategy

Adjourn – Hintz adjourned the meeting at 2:12 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair