

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE

January 7, 2019

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 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.

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

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 12/13/2018 as changed. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

- 1) Finance – Darcy Smith – 2/21/2019 – Iron Mountain, MI – Schenck Government Workshop – Smith reported that this is a training on the Governmental Standards Board Changes. Motion by Cushing/Jensen to approve the out-of-county travel request for Darcy Smith to go the Schenck Government Workshop on February 21, 2019. All aye; motion carried.
- 2) WCA Legislative Exchange – February 5-6 – Madison – Administration Committee – Discussion regarding the benefit to this WCA Legislative Exchange. Motion by Cushing/Fried to approve the WCA Legislative Exchange out-of-county travel for the entire Administration Committee to be allowed to attend. All aye; motion carried.

Notice of Cancellation of Insurance in contracts – Desmond reported that some of the language has been tightened up with a recommendation from the Risk Assessor and new language has been added to give 30 days notice if the Counties insurance has been cancelled. If the insurance is changed the County would need to issue all new Certificates of Insurance.

Donation to the County – Policy/Ordinance on accepting donations – Desmond reported that under State Statute any donation to the County is supposed to come before the County Board. Desmond reported that this has not been followed in the past. There is not currently an Oneida County policy regarding this. Discussion regarding how this could be handled and if there should be an amount that Department Heads can accept without needing to go to the County Board. Discussion regarding the types/amounts of donations that are received by departments. Desmond will work to create a policy and bring it back to the Administration Committee. Discussion regarding the County making donations to other organizations. Desmond reported that there was an Attorney General opinion last year regarding this issue.

Resolution – Separation of the Health & Aging Committee into the Board of Health Committee and the ADRC Committee – Desmond presented an updated resolution to the Administration Committee. Discussion regarding the age of members of the ADRC Committee, the current proposed resolution states that the ADRC Committee shall have Five Older individuals. Jensen requested that “older” be defined in the resolution. Jacobson stated that

“older” means 60 or older. Discussion regarding the history of the two committees and when they were merged into one committee. Jensen expressed concern with the increased cost of having two different committees. Motion by Fried/Mott to approve the resolution with the edits as discussed and forward onto the County Board. All aye; motion carried.

Oneida-Vilas Transit Commission Charter – Transit manager, Roger Youngren, was present and spoke briefly about how things have been going since he took over in late August. Mott reported that the Charter has been updated and the changes are outlined in a letter submitted by Erv Teichmiller. The changes have been approved by the Transit Commission, however, they have not been reviewed by the Corporation Counsel. Discussion regarding the role of the Oneida County Board in approving the changes. Wiensch reported that the Charter needs to be approved by the County, however, Corporation Counsel has not reviewed the changes to date because they do not represent the Transit Commission. Hintz would like to have Tom Wiensch, Corporation Counsel, look at the proposed changes prior to the Administration Committee reviewing. Discussion regarding concerns with the proposed charter, specifically Article VI Financing. Hintz would like supervisors to forward any concerns onto Corporation Counsel Wiensch so that he can consider them prior to next month. Discussion regarding whether the Committee would like an update on the Transit Commission at that meeting. Discussion regarding when the Commission will look at paying back the \$50,000 that was loaned by Oneida County. Mott reported that this is something that has been discussed and how this could occur, however, at this time they are not able to pay this money back.

Carlson Dettmann Implementation – Hintz reported that the Carlson Dettmann study results show the wages are behind 6.7% the market. The LRES Committee has made some decisions about how to proceed regarding which comparables to use and where the county would like to be within the market rate. Hintz reported that the LRES Committee needs to decide what to do (how much of a raise to look at), how to pay for it and when to implement it. The LRES Committee will come up with a plan and it will then need to come through this committee prior to going through the County Board. Discussion regarding when the Administration Committee would become involved and what the LRES Committees role is. Jensen stated that it is his opinion that the LRES committee should recommend what the salary increase is and then it would be the Administration Committees role to determine where the money would come from. Mott stated that the discussion of the wage study is part of the bigger picture that this committee has discussed in the past regarding the overall budget (bricks and mortar building needs, ITS needs, etc). Discussion regarding when this will come back to this committee and what will be brought back to the committee.

2018 Budget Overdraft Update Pursuant to Code s. 3.11(4) – Social Services, Sheriff, District Attorney and Highway Department – Darcy Smith discussed the County Code and why this is being brought before the committee. Fried asked if this has been brought before the Committee of Jurisdiction prior to being brought to this committee. Rideout was present and reported that they are projected to have a deficit of \$100,000-\$150,000 due to out of home care costs. Dan Hess from the Sheriff’s Office was present and gave an update on the current budget. Hess stated that it is difficult to give numbers at this point due to a number of budget items not being received yet. Hess reported that they are hoping to give back over \$1 million. Smith reported that they are going to be over by \$150,000 in the medical services contract and therefore, they may have to use revenues to pay for the budget overages. Hess reported that the new contract for Health Services is a fixed contract which will help with the fluctuating costs

of health services. Smith reported that the Highway Departments overages are in Highway Construction. Bruce Stefonek, Highway Department, was present and reported that they had an additional \$117,000 in a GTA and they used \$110,000 of those funds for road construction. Smith reported that this will be a line item transfer and is funded from within their own budget. Smith reported that the District Attorney's office is currently about \$2300 over budget that will come from the general fund. Mike Schiek reported that they had some unusual expenses this past year with some crimes and had some larger traveling expenses. Schiek reported that 2019 may be another year with larger expenses due to a few jury trials that may be occurring.

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

11:20 – Fried excused

Finance

- Smith presented finance vouchers. Motion by Jensen/Mott to approve the Finance Vouchers as presented. All aye; motion carried.
- Smith presented a line item transfer for the Highway Department. Motion Cushing/Mott to approve the line item transfer as presented. All aye; motion carried.
- General Investments Report – November – Discussion regarding the general investment report.
- Review of 2018 Contingency Budget – Smith reported that there is \$141,000 remaining the in Contingency Budget.

11:31 – Cushing excused

ITS

- Motion by Hintz/Jensen to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye (Fried and Cushing absent); motion carried.

11:34 – Cushing and Fried return

- IT Planning update – Rhodes gave a status update.

County Clerk

- 2019 Blanket Purchase Orders – Motion by Cushing/Hintz to approve the 2019 Blanket purchase orders as presented. All aye; motion carried.
- Motion by Jensen/Mott 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 February 11, 2019 at 9:30 a.m. Future topics: John Hochkammer from the WCA would like to speak to the committee regarding PACE financing, updated Transit Commission Charter, overall budgeting direction, State Inmate Revenue.

Adjourn

Motion Jensen/Mott to adjourn at 11:49 a.m. All aye; motion carried.

Respectfully submitted,

/s/tracy Hartman/

Tracy Hartman, Recording Secretary
Oneida County Clerk

/s/ dave hintz

David Hintz, Chair