

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

JUNE 7, 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 1000 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 Cushing/VanRaalte to approve the minutes of May 10, 2021 with changes as discussed. All aye; motion carried.

Funding Opportunities Committee and Capital Improvement Projects Committee Update

– Hintz reported that the FOC Committee will meet prior to the CIP Committee meeting. Hintz listed the members of each of the committees. Hintz reported that the FOC Committee will begin using the chart that was created last year and will work from there. Hintz reported that one of the significant topics for the committee will be the funding received through the latest federal grant of which half of that has been received. Hintz stated that one of the considerations will be if some of the funding can be used for tax relief. Hintz stated that a few other topics of consideration will be the relationship between the Human Service Center and Social Services, Tourist Rooming Houses, POWTS Fee Implementation and Employee Benefits. Hintz stated that the first meeting of the FOC will be within the next 2-3 weeks. Fried stated that the first CIP Meeting will occur after the first FOC Committee meeting. Tina Smigielski reported that the first amount of funding has been received, however, the current guidance from the Treasury isn't very clear and she is hopeful that there will be further guidance prior to the first FOC Meeting.

Resolution to amend the General Code of Oneida County Section 3.05 Petty Cash/Change Funds – Hintz reported that this resolution was suggested by Finance Director Tina Smigielski and this addresses petty cash funds. Smigielski reported that this isn't changing petty cash funds but establishes more controls around petty cash. Motion by Fried/VanRaalte to approve the resolution/ordinance amendment to the General Code of Oneida County Section 3.05 petty cash/change funds. All aye; motion carried.

County Credit Card – Smigielski stated that there are currently three credit cards issued (health, social services, finance) and these cards were issued using personally identifiable information of the department head. These cards are used by other departments and Smigielski would like to see the County move to a credit card account that uses corporate liability rather than individual liability. This will allow each department to have a card and the finance department will be able to track the usage. Discussion regarding how unauthorized charges are handled. Associated bank staff stated that the cards are visa cards and visa offers a zero liability program if the cards are used fraudulently. Discussion regarding the rebate program that is offered through associated bank. If the County were to spend \$1 million per year on the credit card the county would receive a revenue share for the spending. Discussion

regarding the benefits to changing to this type of a program. Motion by Mott/VanRaalte to authorize the finance director to change the current credit card program to associated bank credit card. Fried expressed a desire to see Associated Bank work with Oneida County to improve the deal as Oneida County has money with them. All aye; motion carried.

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

Finance

- Motion by Fried/VanRaalte to approve the vouchers, blanket purchase order for Finance as presented. All aye; motion carried.
- General Investments Report – April 2021 – Discussion regarding the general investment report.

10:55 a.m. - Supervisor Cushing excused from meeting.

ITS

- Motion by Fried/VanRaalte to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.

Treasurer

- Statement(s) of cash – Moved to next month.

County Clerk

- Motion by Mott/VanRaalte 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 July 12, 2021 at 9:30 a.m. Future topics: Rules and Regulations for the American Rescue Plan Act Grant and 2022 Budget Process.

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: Highway and Solid Waste Capital Leases). 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 go into closed session at 11:16 a.m. Roll Call Vote taken: VanRaalte, aye; Mott, aye; Fried, aye; Hintz, aye. Motion carried.

11:45 a.m. – Supervisor VanRaalte excused from meeting.

Motion by Fried/Hintz to go into Open session at 12:16 p.m. Roll Call Vote taken: Mott, aye; Fried, aye; Hintz, 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).

Motion by Fried/Mott to have a resolution written and forwarded to the County Board approving the transfer of general fund money for the remaining balance on an end loader for the Hwy Department not to exceed \$182,000 with the language on future payments to be written by the Finance Director. All aye; motion

Motion by Mott/Fried to instruct the Corporation Counsel and the Finance Director to draw up a resolution to pay off the land fill loader from the general fund with repayment and interest which is calculated based on the LGIP by the landfill department and to be paid off based on discussion with Lisa Jolin. All aye; motion carried.

Adjourn – Hintz adjourned the meeting at 12:21 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair