

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE  
SERVICES COMMITTEE  
JULY 13, 2020  
Minutes**

**Committee members present:** Chairman Dave Hintz, Alan VanRaalte, Ted Cushing, 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 Mott/VanRaalte 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 June 8, 2020. All aye; motion carried.

**Public Comment** – Petra Pietrzak, League of Women Voters, spoke in favor of approving the referendum questions for “United to Amend” and “Fair Elections Project”. Tom Jerow, City of Rhinelander, spoke in support of the referendum questions. Kathryn Parker, Lake Tomahawk, spoke in favor of the referendum questions. Judy Pagano, Town of Crescent, spoke in support of the referendum questions. Mary Burns, Town of Pine Lake, spoke in support of the referendum questions. Debra Durshlag, Town of Woodboro, spoke in support of the referendum questions. Rick Martin, Town of Crescent, spoke in favor of the referendum questions.

**Referendum Questions for “United to Amend” and “Fair Elections Project” – Jackie Cody** – Jackie Cody, Town of Newbold, spoke and gave an overview of the resolutions that League of Women Voters would like presented to the County Board. Cody stated that the referendum questions were placed on the April ballot in six towns and one city in Oneida County. Cody presented the results from the town elections. Cody reported that of the towns that had the referendum questions on the ballot 84.5% of the voters voted in support of fair mapping and 80.5% voted in favor of keeping money out of politics. Cody stated that the League of Women Voters is asking that the resolutions would be forwarded to the County Board and they are not asking for the referendum questions to be put on the November Ballots. Fried spoke against having the resolutions brought before the County Board. Discussion regarding the resolutions. VanRaalte stated that he would prefer to have a countywide referendum. Discussion that this would need to be approved by the County Board at the August meeting and approved by August 25<sup>th</sup> in order to be placed on the November Ballot. Motion by Mott/Cushing that the two referenda questions be forwarded to the County Board for a discussion concerning the referendum that were offered to the towns and putting them on the November Ballot. Fried would like to see this brought back to the next committee meeting in the format that it would be presented to the County Board. One aye (Mott); Four nay; motion failed.  
Motion by VanRaalte/Mott to send the resolutions to Corporation Counsel to incorporate the language of the two referendum for the next committee meeting in time to send it to the August County Board Meeting. Four aye, one nay (Fried); motion carried.

## **COVID-19 Grant Update –**

- a. Purchasing Process for COVID-19 Related Items** - Smith reported that there are a number of grants that have been received through the County through the Cares Act. Smith reported that the County has also received the Routes to Recovery grant in the sum of \$589,000 to help cover costs due to COVID-19. Smith stated that there needs to be a process in place to handle the additional expenses and revenues. Smith would like to see this topic addressed at the next meeting. Fried gave an overview of some of the Buildings and Grounds additional expenses. Discussion regarding the grant and expenses that have been brought forward. Smith reported that there are already \$250,000 in expenditures from COVID-19. Discussion regarding what the process for approval could be to deal with expenses without having to go to the full county board. Discussion regarding the Routes to Recovery submission deadlines. Hintz stated that this process will be discussed at the next Administration Committee meeting.
- b. Overages in Buildings and Grounds Budget due to COVID-19** – Smith reported that Buildings and Grounds expenditures are predominately in cleaning supplies, PPE for staff, dividers in offices and air purifiers for the Courtrooms. Buildings and grounds is looking for approximately \$24,000 in expenditures at this time. Motion by Cushing/Mott to approve the \$24,000 in buildings and grounds expenses. Discussion regarding how requests for supplies will be handled. All aye; motion carried.
- c. IT Purchases of Extra Hardware** – Rhodes reported that they are looking to expand what has already been approved to allow staff to continue to work from home as appropriate. Rhodes reported that they are looking for funds to cover more laptops and another meeting owl. Rhodes reported that they are looking for \$30,000 – 39,000 to cover the proposed additional expenses. Rhodes also reported that they have already spent \$39,000 purchasing hardware to help staff work from home. Smith reported that there is \$50,000 in the IT budget to upgrade computers, however, that was spent earlier in the year to upgrade existing computers and is not available to be used to purchase this hardware. Rhodes reported that they are receiving requests for computers to allow staff to work from home to eliminate staff being in the buildings. Discussion regarding the expenditures and what the request is. Discussion regarding who is allowed to work from home and how that is determined. Supervisor Steven Schreier stated that Social Services recognized prior to COVID-19 that they wanted to move towards laptops with docking stations so that staff could be mobile. Motion by Hintz/VanRaalte to approve \$25,000 for ITS to come from contingency with the expectation that it will be reimbursed by the grant. Discussion regarding the subscriptions for Zoom and HotSpots that have been added to the ITS Budget. All aye; motion carried.

**Wisconsin Elections Commission CARES Sub-Grant** – Hartman explained that there is a grant available through the WEC to be used for IT Security Updates. Hartman and Rhodes presented a plan to complete a security assessment, secure the email host and upgrade the firewall, router and servers. Discussion regarding what is covered by the grant. Motion by Hintz/Mott to authorize ITS and the County Clerk to apply for the grant based on the information that was presented to the Committee. All aye; motion carried.

**Single Point Entry Update – CIP Project** – Fried reported that the facilities committee is looking at doing a CIP project for 2021 to pursue the single point entry. Fried stated that the CIP currently has a proposal for the facility configuration, however, that does not include personnel or hardware. Fried stated that he is looking for guidance if this would go through CIP first and then to the County Board. Hintz stated that he believes it should go through CIP first

and brought to the County Board as part of the CIP Projects. Mary Burns, member of the Courthouse Security Committee, suggested looking to determine if this could be included under part of the Routes to Recovery Grant.

**UW-Extension Budget Process** – Hintz reported that there have been a number of items that have come up regarding the UW-Extension staffing and budget and those issues will be addressed during the UW-Extension budget process.

**Purchase of Corporation Counsel Paperless Office Software (Legal Files)** – Desmond gave an explanation of the software and the cost. Desmond reported that this will cost \$24,000, including the software and training. Desmond reported that the initial cost would be \$24,000 and an annual licensing fee of \$1800.00. Rhodes reported that this software could be accommodated with the current servers, however, the funding for the annual licensing fee of \$1800.00 would need to be determined. Discussion regarding the training cost and if this could be reduced through on-line training. Fried expressed concern with the expense at this time and would like to see this handled through the budget process. Hintz stated that this is needed in the office, however, he agrees that it should be included in the budget process. Discussion regarding how this would be handled through the budget process.

**2019 IN REM Property Tax Foreclosure – Review parcels to be foreclosed** – Tara Ostermann, Chief Deputy Treasurer, presented a packet with the properties that are currently IN-REM. Ostermann reported that the Woodruff property was paid and is no longer on the list. Motion by Cushing/Fried to approve the 2019 REM Property Tax Foreclosures and removing the Woodruff property from the list. All aye; motion carried.

**2021 Staffing Requests – Treasurer** – Ostermann reported that they request 200 hours for LTE positions annually and these hours are used during busy tax times. Motion by Hintz/VanRaalte to approve the treasurer's LTE Staffing requests. All aye; motion carried.

**Resolution to disallow the claim of David B. Clemence** – Desmond presented the resolution. Motion by Cushing/Fried to approve the resolution and bring it before the full county board. This will be a consent agenda item. All aye; motion carried.

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

##### Finance

- **2021 Budget Guidelines, Dates and Fringe Rates** – Smith presented the letter that will be sent to Department Heads regarding the 2021 budget process. Discussion regarding non-personnel and personnel costs. Discussion regarding the budget and the potential shortfall. Fried would like to see the Department Heads present budgets that include a decrease in expenses and a budget that would be their ideal budget. Discussion regarding the sales tax and the potential shortfall. Smith reported that overall the state sales tax had a decrease of 10% for March and April, however, the county only saw a decrease of 3.3%. Smith reported that there are other areas that the County may be seeing a shortfall including timber sales. Motion by Mott/Hintz to ask departments to come up with an overall 5% reduction in their costs. All aye; motion carried. Smith also stated that she would need the dates for the budget hearings set. Hintz suggested holding those on October 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> with the possibility of meeting on the 8<sup>th</sup>.

## ITS

- Motion by Fried/Cushing 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

- Motion by VanRaalte/Cushing to approve the vouchers for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – May and June: Ostermann presented and explained the May and June statement of cash reports.

## County Clerk

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

**CLOSED SESSION:** It is anticipated that the committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved (Topic: Status of open records requests for records maintained by Linda Conlon, Dave Hintz, Tom Kelly and Mike Timmons); and pursuant to Wisconsin Statutes, Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations and 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 – Oneida-Vilas Transit Commission Audit.) 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 Cushing/VanRaalte to go into closed session at 11:55 a.m. Roll call vote taken VanRaalte, aye; Fried, aye; Cushing, aye; Hintz, aye; Mott, aye.

Motion by Cushing/Mott to return to open session at 1:27 p.m. Roll call vote taken VanRaalte, aye; Fried, aye; Cushing, aye; Hintz, aye; Mott, aye.

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 there was no action taken.

**Public comment/communications:** None

**Dates and items for future agenda/meetings:** The next Administration Committee meeting will be held on July 27<sup>th</sup> at 9:00 a.m.

**Adjourn** – Hintz adjourned the meeting at 1:30 p.m.

Respectfully submitted,

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Tracy Hartman, Recording Secretary  
Oneida County Clerk

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David Hintz, Chair