

Joint Administration Committee/Labor Relations & Employee Services Committee
September 20, 2017
Minutes

Committee members present: Chairman David Hintz, Ted Cushing, Billy Fried, Robb Jensen and Bob Mott.

Call to order: Chairman Hintz called the meeting to order at 10:00 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/Jensen to approve today's 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 9/11/17 as presented. All aye; motion carried.

2018 Proposed Budget

County Clerk Budget: Motion by Cushing/Jensen to approve the budget from the County Clerk's office. Discussion regarding the County Clerk's budget. All aye; motion carried.

Finance and related budgets: Explanation from Smith regarding budgets tracked under Finance and the Finance Department budget. Discussion regarding the budgets which include: Central Postage, Central Telephone, Central Duplicating, Finance Department, Independent Audit, Central Purchasing, Sundry General Government, Airport, Animal Shelter, Regional Reference Library, Economic Development, Advertising, North Central Regional Plan, General Fund Transfers, Reserve for Contingency, General Obligation Debt Offsets, Evolving Loan Fund, Human Services Center Loan Fund, Economic Development Trust Fund, Airport Construction, Health and Welfare Trust Fund, Construction Fund, Human Service Center, Grants to Libraries, County Board, Commissions and Committees, Broadband Program. Motion by Jensen/Cushing to accept the Finance and related budgets as presented and forward onto the Administration Committee at budget hearings. All aye; motion carried.

Capital Improvement Projects budget: Jensen handed out and explained the Capital Improvement Program Summary sheet. Explanation and discussion regarding the projects presented. Discussion regarding the County Roads project and the amount being funded. Discussion regarding the Fuel System Upgrade. Discussion regarding the electronic voting. Motion by Cushing/Jensen to approve the Capital Improvement Projects budget as presented and forward to the Administration Committee at budget hearings for further consideration. All aye; motion carried.

Funding for 2017 Law Enforcement Center Coatings Project: Brunette explained that in 2017 this project was approved for \$184,000, however, when the bids came back it was \$197,340. Brunette explained that the project can't be negotiated or changed because it would then need to be rebid. Brunette explained that she has a major maintenance/minor renovation budget and there is enough funding in that budget to cover this increase. Motion by Mott/Cushing to approve the line item transfer. All aye; motion carried.

County Board Per Diem and County Board Chair Salary: Discussion regarding per diem and looking at changing the rule to increase the per diem once a meeting goes past a certain point. Discussion regarding a \$5 increase for committee meetings, County Board meetings and committee chair per diem. Motion by Cushing/Mott to put in the budget for consideration at budget hearing a \$5 increase for the County Board Meeting, a \$5 increase for regular committee members and a \$5 increase for committee chairs with a resolution to be drafted and considered at the budget hearings. All aye; motion carried.

Discussion regarding County Board Chair Salary. Mott suggested an increase of \$2000.00 to \$5600.00. Motion by Mott/Cushing to increase the County Board Chair Salary to \$5600.00 to be considered at the budget hearings with a resolution to be drafted and considered at the budget hearings. Discussion regarding the salary increase. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: Budget hearings on October 10th, 11th and 12th.

Adjourn: Motion Jensen/Mott to adjourn at 12:19 a.m. All aye; motion carried.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

EXEMPTIONS FOR COMMITTEES & SUBUNITS

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful setting to act or deliberate upon the subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the

specific statutory exemption under which the closed session is authorized.

SYNOPSIS OF STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Concerning a case which was the subject of a Judicial or quasi-judicial trial before this governmental body Sec. 19.85(1)(a)
 2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
 3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec.19.85(1)(c).
 4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
 5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
 6. Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. Sec.19.85(1)(f), except where paragraph 2 applies.
 7. 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. Sec. 19.85(1)(g).
 8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).
- PLEASE REFER TO CURRENT STATUTE SECTION 19.85 FOR FULL TEXT**
- ## CLOSED SESSION RESTRICTIONS:
1. Must convene in open session before going into closed session.
 2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was

given at the same time and in the same manner as the original open meeting.

3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.
4. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.
5. In order for a meeting to be closed under Section 19.85(1)(f) at least one committee member would have to have actual knowledge of information which he or she reasonably believes would be likely to have a substantial adverse effect upon the reputation involved and there must be a probability that such information would be divulged. Thereafter, only that portion of the meeting where such information would be discussed can be closed. The balance of that agenda item must be held in open session.

BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Prepared by Oneida County Corporation Counsel Office - 5/16/96

