

**Administration Committee
May 10, 2012
Minutes**

Committee members present: Chair Dave Hintz, Ted Cushing, Sonny Paszak, Denny Thompson, and Jerry Shidell.

Others present: Margie Sorenson, Mary Bartelt, Tara Ostermann, Charlie Evenhouse, Brian Desmond, Lynn Grube and Kerri Ison.

Call to order: The meeting was called to order by Chairman Hintz at 2 p.m.

Approve agenda: Motion by Cushing/Thompson to approve today's agenda. Chairman Hintz clarified that item #6, third bullet (General Code/Ordinance Amendment) should be an item by itself and #20 (items to be included in next agenda) will also include scheduling the next meeting. All ayes as clarified; motion carried.

Select Vice Chair: Chairman Hintz opened nominations for Vice Chair. Thompson nominated Shidell; second by Paszak. Nominations closed. Motion by Thompson to unanimously select Jerry Shidell as Vice Chair of the Administration Committee. All ayes; motion carried.

Approve minutes: Motion by Cushing/Hintz to approve the minutes of 4/17/12. All ayes; motion carried.

Consent agenda concept: Hintz/Shidell discussed a consent agenda for routine, non-controversial items. Items included can be approved with one motion which enables the Committee to efficiently proceed through the agenda. It only takes one person to pull an agenda out for discussion. Desmond noted the County Board agenda is designated by ordinance would require an amendment. Discussion followed. Desmond suggested going through prior County Board agendas to investigate whether or not a consent agenda would be feasible.

Waivers of insurance:

- Desmond provided Memorandum of Understanding for the Department of Natural Resources to use the Sheriff's Department firing range. The County's risk assessor reviewed the MOA-- insurance is not required as the agreement with another government agency. Motion by Cushing/Paszak to waive the insurance requirement for use of the firing range. All ayes; motion carried.
- Nicolet College is remodeling their science buildings and requested the Solid Waste Department pick up and store classroom chemicals at the County's Hazardous Waste Facility and return when the remodeling is complete. Evenhouse presented a contract, which has been reviewed by Corporation Counsel and the risk assessor, and requested a waiver of insurance. Motion by Paszak/Thompson to approve a waiver of insurance for handling and storing chemicals for Nicolet College. All ayes; motion carried.

Resolution amending Oneida County General Code/Ordinance Amendment - Section 2.03 Rule 3. Organization: Bartelt noted that prior to combining committees the

Resolutions & Ordinances Committee would meet Thursday or Friday prior to County Board to review resolutions. According to County Code, resolutions must be submitted to the County Clerk's office by 9 a.m. the Thursday prior to County Board. If this practice continues, the Administration Committee would need to meet after that deadline but prior to County Board. Bartelt suggested moving the resolution deadline to the Tuesday prior to County Board, which would allow her office to get the packets out sooner, give Supervisors additional time to review the resolutions and also provide time for Committee review. Lengthy discussion followed regarding different options to address the issue which included designating a subcommittee to review the resolutions or eliminating review duties from the Administration Committee and requiring the County Clerk, Finance Director and Corporation Counsel to review the resolutions. After discussion, two meetings were scheduled for June. Desmond will review the County Code to determine if any of the suggestions are possible. The item was tabled until next month.

Vouchers, reports and purchase orders:

County Clerk:

- Motion by Paszak/Shidell to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.

Treasurer:

- Motion by Cushing/Thompson to approve the April Statement of Cash Account as presented. All ayes; motion carried.
- Motion by Cushing/Paszak to approve the Treasurer's bills as presented. All ayes; motion carried.

Finance:

- Motion by Cushing/Thompson to approve the Finance bills and blanket purchase orders as presented. All ayes; motion carried.
- Discussion was held regarding the general investment report. Motion by Thompson/Paszak to accept the investment summary as presented. All ayes; motion carried.
- Sorenson reported an error was made in figuring the 2012 levy limits and provided an informational handout. She has reported the error to the auditors and has spoken to the Department of Revenue (DOR). The penalty for reporting excess levy is reduced shared revenues from the state. Sorenson provided a resolution for review requesting the same remedy as the City of Fox Lake and to also encourage associations to support legislation to have the DOR create a mechanism to allow for correction of levy limit errors and recommended sending it to the Legislature. Corporation Counsel has reviewed the resolution. Discussion followed. Motion by Thompson/Paszak to approve the resolution and forward to the June County Board meeting for approval. All ayes; motion carried.

ITS:

- Grube noted Oneida County has a centralized computer department -- expenses for all computers, supplies, connectivity, etc. are handled by the ITS Department. Discussion was held on the vouchers. Motion by Cushing/Thompson to approve the vouchers as presented. Discussion followed. All ayes; motion carried.

Out-of-county travel: Bartelt requested permission to attend the WI County Clerks Annual Convention 6/24-27 in Sheboygan County. Motion by Cushing/Thompson to approve the out-of-county travel request as presented. All ayes; motion carried.

Line item transfers: Motion by Thompson/Cushing to approve the line item transfers for Health Insurance, Department on Aging, Forestry, Public Health and Highway Department as presented. All ayes; motion carried.

2012 Departmental Information Document: Sorenson noted the Departmental Information Document (DID) is due to be updated again in 2012. Sorenson provided a memo for Committee signature regarding the DID. Motion by Cushing/Paszak directing Finance Director Margie Sorenson to send out the DID instruction letter. All ayes; motion carried.

Resolution for line item transfers: None.

Authorization for attendance at Mining Meetings and Treasurer/Consultant of OCEDC: Hintz requested permission to receive mileage and per diem as he is a consultant to the Mining meetings and OCEDC. Discussion followed. Motion by Thompson/Paszak to authorize per diem and mileage for Hintz to attend Mining and OCEDC meetings as a consultant (outside of the regular meetings) through 12/31/12. Discussion followed. Ayes: Cushing, Shidell, Paszak, Thompson. Abstained: Hintz. Motion carried.

Resolutions to come before the Oneida County Board of Supervisors at their April 17, 2012 meeting:

- **Resolution #043-2012** - offered by the Land Records Committee regarding a Quit Claim Deed – Town of Three Lakes. No fiscal impact.
- **Resolution #044-2012** - offered by the Land Records Committee regarding a Quit Claim Deed – Town of Lake Tomahawk. No fiscal impact.
- **Resolution #045-2012** - offered by Supervisor Bob Martini adding additional language to the Oneida County Board of Supervisors "Code of Conduct" – Code of Ethics. No fiscal impact.
- **Resolution #046-2012** - offered by the Solid Waste & Buildings & Grounds Committee regarding the re-naming of the former Northern Advantage Job Center. No fiscal impact.

Motion by Cushing/Thompson to approve the resolutions as presented and forward to County Board for consideration. All ayes; motion carried.

Resolution and ordinance review alternatives: Covered under "Resolution amending Oneida County General Code/Ordinance Amendment - Section 2.03 Rule 3. Organization" listed above.

Cushing was excused at 3:38 p.m.

Closed session: Motion by Thompson/Paszak to enter into closed session pursuant to section 19.85(1)(c), (f), and (g), Wis. Stats., for the purpose of: (1) considering the employment and performance evaluation of an Oneida County employee; and, (2) considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data; and (3) 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: Personnel Matters). Roll call vote: Cushing-aye; Paszak-aye; Shidell-aye; Thompson-aye; Hintz-aye.

Motion by Thompson/Shidell to return to open session. Roll call vote: Cushing-aye; Paszak-aye; Shidell-aye; Thompson-aye; Hintz-aye. No action taken during closed session.

Network Analyst Vacancy review: Grube presented vacancy review for the network analyst position. Discussion was held regarding salary and benefits -- the salary and benefits are lower than other similar counties; however, with the current job market she hopes to find a qualified candidate. Grube stressed the importance of this position to vital computer operations of the County -- there are 72 programs being used in 26 departments because each department performs different functions. Discussion followed on the pros and cons of hiring an employee versus working with a consultant. Lengthy discussion followed which included job duties, technical aspects, costs, programs, training, upgrades, user familiarity, unique repairs, state/federal requirements and reporting requirements. Hintz feels we should recruit at the salary suggested. Grube plans to broaden recruitment at four-year colleges and also use monster.com and godaddy.com. Motion by Thompson/Paszak to fill the network analyst position and waive the six-month vacancy review period. Discussion followed cross-training and shared services. All ayes; motion carried.

Beeper pay: Information regarding pager pay currently in place for employees was provided for review. Grube requested pager pay for ITS Department staff at a rate of \$20 per day with a minimum of two hours call time -- this is an unbudgeted item. Discussion followed. Motion by Thompson/Paszak to approve the ITS Department pager pay as written in the suggested language provided by LRES. All ayes; motion carried.

Efficiency team report: Grube noted she has conversations relating to the Efficiency Team report on a monthly basis.

Public comment: None.

Items for next agenda: Future meetings were scheduled for: 6/11/12 at 9:30 a.m. and 6/15/12 at 9 a.m. Both meetings will be held in Committee Room #2.

Items to be included in the next agenda include review of resolutions and ordinances and consent agenda concept.

Adjournment: Motion by Paszak/Thompson to adjourn at 5:05 p.m.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair