

Administration Committee
November 7, 2012
Minutes

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

Others present: Mary Bartelt (County Clerk), Bill Barnes (Secura Insurance), Kris Ostermann (Treasurer), Linda Conlon (OCHD), Freeman Bennett (Highway), Lisa Charbarneau (LRES), Candy Sorenson (County Supervisor), Margie Sorenson (Finance), Lynn Grube (ITS); John Spiegelhoff (AFSCME), Eric Sommer (Stark Agency), Dennis O'Brien and Kerri Ison.

Call to order: Chairman Hintz called the meeting to order at 9 a.m. in Committee Room #2 of the Oneida County Courthouse noting the meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

Approve agenda: Motion by Cushing/Shidell to approve today's agenda as printed with the order of items at the discretion of the Chair. All ayes; motion carried.

Approve minutes: Motion by Shidell/Thompson to approve the minutes of 9/28/12 and 10/8/12 as presented. All ayes; motion carried.

Workman's Comp: Bill Barnes, Secura Insurance, presented a check in the amount of \$35,985, as Oneida County earned an extra incentive for incurring a low number of worker compensation claims in 2011. There were only 19 claims in 2011; so far in this year 37 claims have been filed. Barnes indicated the Risk Managers would like to meet with County representatives regarding proactive safety measures and possible employee incentives. Committee members agreed a safety program should be implemented and asked the item be placed on the next agenda. Discussion followed.

Clerk's vouchers: Bartelt reviewed vouchers to be paid. Motion by Cushing/Thompson to approve the vouchers for the County Clerk. All ayes; motion carried.

Waivers of Insurance:

- Conlon (OCHD) requested a waiver of insurance for a State of Wisconsin prevention grant to be used for the Oneida County Health Department's accreditation process. It has been reviewed by Corporation Counsel. Motion by Cushing/Thompson to approve the Health Department waiver of insurance as presented. All ayes; motion carried.
- Bennett (Highway) requested a waiver of insurance for the annual Routine Maintenance Agreement with the DOT. The agreement has been reviewed by Corporation Counsel. Motion by Shidell/Cushing to approve the waiver of insurance for the Highway Department presented. All ayes; motion carried.
- Ison requested a waiver of insurance for the Oneida County Fair to host a craft show as a fundraiser. The request has gone through Corporation Counsel and the Risk Manager. Motion by Cushing/Thompson to approve the waiver of insurance for the Oneida County Fair as presented. All ayes; motion carried.

LTE Snowplow Driver: Bennett presented plan to establish an eligibility list for LTE snowplow drivers to assist with staff shortages during snow/ice events and distributed a 2012 call in summary. The Highway Department needs 17 drivers to cover all current routes and noted if two drivers are off at any given time, there is a shortage unless mechanics are pulled

from regular duties to plow. However, if mechanics are plowing they are unavailable to handle breakdowns. The proposal is to develop a list of eight (8) LTEs -- pay rate of \$25/hour with no benefits or call pay. Bennett stressed it is not an effort to cut overtime for current employees or to take anything away from the employees as current employees will be called first. LTE will also help spell full-time employees to help keep roads clear during a storm event. It is also a huge safety concern for the employee/public when long hours are required with little or no break. Discussion followed. Thompson and Shidell suggested utilizing qualified staff from other County departments to help cover staff shortages. The proposal has been approved by the Highway Department and LRES Committee. Bennett noted ads have been placed to see if there are qualified, interested individuals. Discussion continued. Motion by Shidell/Thompson to approve the LTE Snowplow Driver plan as presented. All ayes; motion carried.

Privatization Guidelines: Hintz noted the issue of privatization procedures was brought up at recent County Board meeting. At that time, Supervisor Martini suggested the County develop guidelines to evaluate when privatized services are needed. Discussion followed. Shidell referenced an issue at the Highway Department and how there are times when the costs to upgrade equipment or train staff is cost prohibitive and the use of privatized services helps meet industry standards and keep costs in line. Cushing noted all episodes privatization thus far have received approval from the Committee of Jurisdiction and the full County Board. He felt it would be good to have a checklist to make sure all steps are covered. Motion by Cushing/Thompson put forth effort to develop a checklist to be used by the committee of jurisdiction, noting final approval is required by the full county board for privatized services. Cushing would like to include Sorenson, Charbarneau and Department Heads input to devise the checklist. Discussion followed.

Public comment:

- Supervisor Sorensen would like to know early on what is being considered for privatization prior to bringing it to the County Board.
- John Spiegelhoff, AFSCME employee representative, believes there are some things public entities (i.e. counties) do that should not be done by private sector (i.e. road maintenance). What is the cost effectiveness of public doing the job vs the private sector? He stated employees at the Highway Department are qualified and willing to do that work and urged caution when privatizing services as public and private need each other to maintain balance.
- Spiegelhoff also spoke to the issue of the LTE snowplow drivers plan. He noted the Highway Department employees work week has already been shortened to 37.5 hours/week, with overtime paid after 40 hours and are sent home to avoid overtime costs. These employees know they need to be available when a weather event happens. LTEs, although on a list, may not be available for work.
- Dennis O'Brien, resident of the Town of Crescent, noted not all people have the same opinion on privatization and believes constituents want the work to be done as efficiently and prudently as possible. There is a lack of decent jobs in the area and he doesn't agree with the elimination of good jobs to save tax dollars. Asked Supervisors to consider the quality of workers available if wages/benefits are not offered. He also stated the cost of providing services in this area is considerably lower than most of the state.
- Thompson appreciates public comments but noted they are leaving out affordability factor in many cases.

After discussion, Shidell now believes the guidelines will become politicized, cumbersome and incrementally added to as time passes. Supervisors have a responsibility to constituents to

keep costs in check so they keep their money and are able to spend it as they see fit. He feels that the committees of jurisdiction are in control and involved with their departments and understand how the departments are operation and to burden them down with additional regulations and guidelines and involving the entire co in a simple process is counterproductive to representing county constituents. He believes the current process should remain in place. Roll call vote: Shidell-nay; Thompson-nay; Cushing-aye; Hintz-aye. Motion failed.

Improving the debt collection process: Eric Sommers, Director of Stark Agency in Madison presented information regarding debt collection services they offer. Discussion followed regarding the debt collection process and fees. Sorenson noted the current tax collection process works well for the County. Other departments that utilize a debt collection agency include the Clerk of Courts and Sheriff's Department for prisoner fees and fines. Hintz suggested a re-evaluation of the debt collection process and include the departments who use such services. Sommers provided printed information for these departments to review and discuss at the next meeting.

Out-of-state travel requests: None.

Vouchers, reports and purchase orders:

Treasurer:

- Motion by Cushing/Shidell to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Motion by Cushing/Thompson to accept the statement of cash dated 9/30/12 as presented. Three ayes; one abstained. Motion carried.
- Ostermann reviewed the Treasurer's 2012-2013 long-range action plan in detail. Discussion followed. Motion by Thompson/Cushing to approve the Treasurer's 2012-2103 long-range plan as presented. All ayes; motion carried.

Finance:

- Motion Cushing/Thompson by to approve the blanket purchase orders and bills for the Finance Department as presented. All ayes; motion carried.
- Motion by Cushing/Thompson to accept the general investment report for the period ending 9/30/12 as presented. Three ayes; one abstained. Motion carried.
- Sorenson noted the Annual Audit Report will be presented to County Board much later than in the past years due to scheduling conflicts. In the past, the report has not been released to the public until County Board has reviewed it. However, due to the lateness of the presentation this year, Sorenson requested permission to release the report since it has been reviewed by the Administration Committee. Chairman Hintz instructed Sorenson to release the audit report once approved by the Administration Committee.
- Sorenson provided county sales tax projections and believes budget will be met this year.

ITS:

- Grube reviewed vouchers to be paid. Motion by Cushing/Thompson to approve ITS vouchers and bills as presented. All ayes; motion carried.
- Grube reviewed line item transfers for approval. Motion by Cushing/Thompson to approve the line item transfers as presented. All ayes; motion carried.
- Grube requested a fee increase for vendor requests (including tax role data, grantee/grantor data and building permit data); increasing fees from \$49 to \$50. Motion by

Thompson/Cushing to approve the vendor fee increase to \$50 as requested. All ayes; motion carried.

- Grube noted due to staff contributions/cooperation, posting election results on the Web worked great during yesterday's election.

2013 budget: Chairman noted he had feedback on the Dive Team and? Sorenson

Shidell excused at 10:58 a.m.

Line item transfers: Sorenson presented and reviewed line item transfers for Social Services, Department on Aging, District Attorney, Public Health and Forestry. Motion by Thompson/Cushing to approve the line item transferred as presented and forward to County Board for approval. All ayes; motion carried.

Resolution for line item transfers: Motion by Cushing/Hintz to approve the resolution for line item transfers and forward to County Board for approval. All ayes; motion carried.

Oneida County Fair Carnival Contract: Ison presented the carnival contract for the Oneida County Fair for approval. The contract is with KM Amusements who has provided services in the past. Contract is for 2013-2014 at a cost of \$10,000 per year to provide carnival services. The Fair retains rights to all wristband sale income. Corporation Counsel has reviewed the contract; it has also been approved by the Fair Planning Team and Conservation/UW-Education Committee. Motion by Hintz/Cushing to approve the carnival contract for the Oneida County Fair as presented. All ayes; motion carried.

Out of county travel: Hintz requested out-of-county travel to attend the WCMI Claim meeting on 11/9/12 in Wisconsin Rapids. He requested per diem for the meeting, noting mileage is covered by WCMI. Motion by Cushing/Thompson to approve out-of-county travel request for Chairman Hintz as presented. Two ayes; one abstained. Motion carried.

Efficiency Team report: No update.

Public comment/communications: Nothing additional.

Items for next agenda: Safety program, debt collection process. The next meeting is scheduled for 12/5/12 at 9 a.m.

Adjournment: Motion by Cushing/Thompson to adjourn at 11:10 a.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair