

**Administration Committee  
February 10, 2014  
Minutes**

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

**Others present:** Linda Conlon (OCHD), Lynn Grube (ITS), Mary Bartelt and Mike Bess (County Clerk), Ken Kortenhof (Emergency Management), John Sweeney (Sheriff's Department), Kris Ostermann (Treasurer), Margie Sorenson (Finance Director), Bill Freudenberg, Jonathan Anderson (media) and Kerri Ison.

**Call to order:** Chairman David Hintz called the meeting to order at 9:30 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/minutes:** Motion by Shidell/Paszak to approve today's agenda with the order of items at the Chair's discretion and to approve the minutes of 1/14/14 as presented. Hintz proposed one correction to the minutes (Page 2, Paragraph 1: change Cloud *open* to Cloud *option*). All ayes; motion carried to approve agenda and minutes as corrected.

**Service Awards:**

- Grube (ITS) presented 15-year service award for Sue Kuczmariski.
- Bartelt (County Clerk) presented 10-year service award for Mike Bess.
- Chairman Hintz presented 25-year service award to Kris Ostermann.

The Committee congratulated recipients and thanked them for their years of service.

**Health Department software update:** Grube and Conlon were present to discuss the comparisons of purchasing accounting software or Cloud subscription service. Motion by Cushing/Paszak recommending OCHD/ITS move forward with the purchase Cloud subscription service as outlined. All ayes; motion carried.

**Out-of-state travel requests:**

- Conlon presented travel requests for Carl Myer and Robert Deede to attend the Health Preparedness Summit 3/31-4/4/14 in Atlanta, GA. All costs are covered by scholarship except for meals. Discussion followed. Motion by Cushing/Hintz to approve the travel request as outline by OCHD. Roll call vote: Cushing-aye; Hintz-aye; Paszak-aye and Thompson-aye. Shidell-nay. Motion carried.
- Conlon presented travel request for Kyla Monskowski to attend the National Leadership Academy for Health Scholarship 3/9-12/14 in Atlanta, GA. Only 10 counties across the nation received scholarships so it is an honor for Oneida County to be chosen. All expenses are paid for by NLAPH program. Discussion followed. Motion by Paszak/Cushing to approve the travel request at outlined. Roll call vote: Cushing-aye; Hintz-aye; Paszak-aye and Thompson-aye. Shidell-nay. Motion carried.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:**

- SimplexGrinnel provides maintenance at Sheriff's Department. Requested waiver of professional liability insurance.
- NRCS operational agreement with Oneida County. Contract with federal agency; insurance requirement can be waived.

Motion by Shidell/Cushing to approve the insurance waivers as presented. All ayes; motion carried.

**K&M Amusements contract – Oneida County Fair:** Ison presented carnival contract for Oneida County Fair noting it is an extended contract for 2014-2015 with minor changes to the former contract (wristband pricing and number of posters provided). Discussion followed. Motion by Cushing/Paszak to approve the K&M Amusements contract as presented. All ayes; motion carried.

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

County Clerk:

- Motion by Thompson/Cushing to approve the vouchers from the County Clerk as presented. All ayes; motion carried.

Treasurer:

- Motion by Thompson/Paszak to receive the statement of cash from Treasurer's office. All ayes; motion carried.
- Motion by Shidell/Paszak to approve the vouchers as presented. All ayes; motion carried.
- Motion by Thompson/Cushing to approve the line item transfers from the Treasurer's office as presented. All ayes; motion carried.

ITS:

- Motion by Cushing/Paszak to approve ITS bills/vouchers as presented. All ayes; motion carried.
- Discussion was held regarding the Voice Over IP (VOIP) project/integration of County phone system with E911 Center and PSAP. As discussed at the last meeting, Hintz noted there is a need to upgrade the 911 Center system to accommodate VOIP at a cost estimate of \$100,000. Lengthy/detailed discussion followed.

Motion by Paszak/Thompson to approve the resolution and forward to County Board for their consideration. All ayes; motion carried.

Motion by Cushing/Thompson to proceed with purchasing the telephone system, with approval from Corporation Counsel and the Risk Assessor, as presented. All ayes; motion carried.

Finance:

- Motion by Cushing/Shidell to approve the vouchers, blanket purchase orders, line item transfers and resolution for line item transfers as presented. All ayes; motion carried.
- Sorenson discussed the investment of core funds noting another company is interested in providing investment services. Lengthy discussion followed about issuing an RFP for this service. She noted BMO will present a 2013 summary at the March meeting.
- Sorenson reviewed general investment report for the period ending 12/31/13.

**Capital Improvement and Project Management Program:** Hintz would like to include project management into the Capital Improvement Program to close out projects in a timely basis with remaining funds returning to general fund. He also discussed advantages of charging software expenses to departmental budgets versus the ITS budget. Lengthy discussion followed. This item will be placed on next agenda for input from ITS and Finance.

The Committee agreed to hold off the letter for the Capital Improvement Program until after the project management issue is resolved so it can be included.

**Secretarial support for Administration Committee:** Hintz noted Charbarneau continues to work on a resolution to the issue.

**Public comment:**

- Shidell voiced his desire to reduce the number of County Board supervisors and to hire a County

Administrator as there is no one person to oversee the budget and to report to in this County. He plans to bring a resolution to the Administration Committee addressing these issues.

- Shidell and other Committee members commented on a letter received regarding implementing a suggestion box.

**Items for next agenda:**

- The next meeting was scheduled for 3/12/14 at 1:00 p.m.
- BMO presentation, investment of core investment funds – RFP process, Capital Improvement and Project Management Program, suggestion box, secretarial support for Administration Committee.

**Adjournment:** Motion by Shidell/Cushing to adjourn at 11:20 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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David Hintz, Chair