

**Administration Committee  
April 11, 2016  
Minutes**

**Committee members present:** Ted Cushing, Robb Jensen and Sonny Paszak.

**Committee members absent:** Chairman David Hintz and Bob Mott (excused).

**Others present:** Roger Luce (Economic Development), Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Bill Barnes (Secura), Tammy Walters (Veterans Service), Kris Ostermann (Treasurer), Margie Sorenson (Finance) and Kerri Ison (recording secretary).

**Call to order and Chairperson's announcements:**

- Ted Cushing called the meeting to order at 9 a.m. in Committee Room #2, second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.
- Chairman Hintz is absent due to passing of his mother.

**Approve agenda:** Motion by Paszak/Jensen to approve the amended agenda with the order of items at the Vice Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Jensen/Cushing to approve the minutes of 3/7/16 and 3/29/16. All ayes; motion carried.

**Out-of-county/out-of-state travel:** None.

**Resolution-Oneida County Revolving Loan Fund:** Luce presented resolution regarding changes/updates to the Oneida County Revolving Loan Fund manual. Motion by Jensen/Paszak to approve the resolution regarding the Oneida County Revolving Loan Fund and forward to County Board for approval on the consent agenda. All ayes; motion carried.

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

- Desmond presented the following:
- Winscribe end-user license agreement: this is a product to replace the current dictation system. Risk Manager's recommendation: waiver of insurance. Motion by Jensen/Paszak to approve the County Risk Manager's recommendation concerning the Winscribe end-user agreement. All ayes; motion carried.

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

County Clerk:

- Bartelt reminded the Committee that Bill Barnes previously handled the worker's compensation insurance through Secura. During the past few years there have been some claims which caused the mod experience to increase significantly. Barnes has continued to work closely with LRES on these claims. Bartelt recently received a letter from Secura (due to Barnes' diligence) indicating the County's mod experience has decreased slightly, saving the County an additional \$3,000 as a dividend. Bartelt recognized Barnes for his past work and hopes he will continue to work with the risk managers. Committee voiced their appreciation of Barnes' efforts. Barnes reiterated the need to keep on top of claims to continue to reduce the mod whenever possible.

- Motion by Paszak/Jensen to pay the County Clerk's bills as presented. All ayes; motion carried.
- Bartelt followed up on prior discussions regarding monies and securities coverage. The Risk Manager recommended waiting until next year to make the change.

**Veterans' Service Office-donation and continuing appropriation account:** Walters noted one of the department's goals is to solicit donations to be placed in a carry forward account for future use. Funds would be used for local, Oneida County veterans facing an emergency need (i.e. homelessness). The account would be overseen by the Veterans Commission. It may, in the future, help to reduce the budget. A policy and application process would be developed by the Commission. Discussion followed. Jensen voiced concern with appropriation accounts. Lengthy discussion followed. Motion by Cushing/Paszak to approve the continuing appropriation account for the Veterans Services Office to aid veterans in Oneida County. All ayes; motion carried.

**Treasurer:**

- Motion by Jensen/Cushing to accept the statement of cash from the Treasurer. All ayes; motion carried.
- Motion by Jensen/Paszak to approve the Treasurer's vouchers and bills as presented. All ayes; motion carried.

**ITS:**

- Motion by Cushing/Jensen to approve the line item transfers, vouchers and blanket purchase orders for ITS as presented. All ayes; motion carried.
- Flint reported Windows 2010 is free for businesses until the end of July which could save the County \$30,000. The department is going to attempt to install it in as many departments as possible prior to the end of July.
- Discussion held regarding supervisors using the county email system.

**Finance:**

- Motion by Cushing/Paszak to approve the bills and blanket purchase orders for Finance as presented. All ayes; motion carried.
- Motion by Paszak/Jensen to approve the line item transfers. All ayes; motion carried.
- Motion by Cushing/Paszak to accept the investment report dated 2/29/16. All ayes; motion carried.
- Motion by Jensen/Cushing to approve the resolution for the line item transfers as presented and place on the consent agenda for full County Board approval. All ayes; motion carried.
- Motion by Cushing/Paszak to approve the resolution for overdrawn accounts. All ayes; motion carried.

**Loan for Human Service Center-Board of Commissioners of Public Lands (BCPL):**

Sorenson provided amortization schedule for loaning the Human Service Center \$360,000 to pay off their loan, instead of obtaining a BCPL loan as discussed and approved at prior meetings. Discussion followed. Sorenson recommended moving forward with this as the County would be paid the 2.5% interest instead of the BCPL. Motion by Jensen/Paszak to approve that Oneida County loans the Human Service Center \$360,000 at 2.5% interest for 5

years and instruct the Finance Director to work with Desmond regarding an agreement for same and to also discuss with Human Service Center Board of Directors. All ayes; motion carried.

**Update on Efficiency Team:** Jensen noted there is a meeting scheduled for next week.

**Safety program update:** None.

**Recreational Trail Subcommittee update:** Jensen was unable to attend last meeting. Cushing noted that the Tourism Council plans to contact Romportl regarding a phone app for maps. Discussion followed.

**Public comment/communications:** None.

**Items to be included on next agenda:**

- Investment advisors (closed session), Efficiency Team update, safety program update.
- Next meeting tentatively scheduled for May 9, 2016 at 9:30 a.m.

**Adjournment:** Motion by Cushing/Paszak to adjourn at 10:35 a.m. All ayes; motion carried.

Respectfully submitted,

*Kerri Ison*

Kerri Ison, Recording Secretary

*Ted Cushing*

Ted Cushing

