

**Administration Committee  
June 13, 2016  
Minutes**

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

**Others present:** Roger Luce (OCEDC), Mary Rideout (Social Services), Karl Jennrich (Planning & Zoning), Tom Wiensch (Corporation Counsel), Supervisor Jack Sorensen, Mary Bartelt (County Clerk), Tara Ostermann (Treasurer's Office), Jack Flint (ITS), Dan Hess and Jill Butzlaff (Sheriff's Department), Margie Sorenson (Finance Director), Daleth Mountjoy (Lakeland Times) and Kerri Ison (recording secretary).

**Call to order and Chairperson's announcements:** Chairman David Hintz called the meeting to order at 9:30 a.m. in the 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.

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

**Approve minutes:** Motion by Jensen/Cushing to approve the minutes of 5/9/16 and 5/23/16. All ayes; motion carried.

**Out-of state /out-of county travel request(s):** None.

**Public Service Commission of WI Fiscal Year 2017 Broadband Expansion Grant Application Proposal and Request for Oneida County Matching Funds:** Luce noted OCEDC (with partners) are in the process of applying for the 2017 PSC Broadband Expansion grant, which must be submitted by 6/16/16. Initially two projects were proposed: (1) Project to cover Newbold, Crescent, Harshaw, Sugar Camp and (2) project with NSight (owner of Cellcom) in Three Lakes. After looking at application, it was decided to only submit application for only Project #1. Three Lakes will still be done but won't be partnering with NSight. Northwoods Connect will be the service provider. Luce provided handouts listing costs, sources of matching funds, potential households to be served, a map of the service area and discussed in detail. He has received 60+ letters of support from towns, citizens and businesses to be submitted with the application. Lengthy discussion followed. Luce requested to use the balance in the Broadband fund as matching funds for this grant application. Discussion followed. Motion by Cushing/Jensen to approve the Public Service Commission of WI Fiscal Year 2017 Broadband Expansion Grant application allowing them to take whatever is left in the current Oneida County Broadband Account. Discussion followed. All ayes; motion carried.

**Closed session:** It is anticipated that the Committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85(5)(e), 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. A roll call vote will be taken to return to open session. (Topic: Possible Northeast WI Economic Development Corporation loan.)

Motion by Jensen/Cushing to enter into closed session pursuant to Wisconsin Statutes, Section 19.85(5)(e), 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. Roll call vote: Cushing-aye; Jensen-aye; Fried-aye; Hintz-aye. Sorenson, Sorensen and Ison allowed to remain.

Motion by Cushing/Jensen to return to open session.

**Announcement of any action taken in closed session:** Chairman Hintz announced no action of was taken during closed session.

**WI Act 180:** Rideout provided update on WI Act 180 which went into effect 3/1/16 and affects the long term support program. Providers (currently 109) that are paid to assist clients to be able to stay in their home must now be covered by worker's compensation insurance. If providers are not covered by worker's compensation it is the responsibility of the fiscal agent (Social Services) provide coverage. Corporation Counsel is reviewing the wording of Act 180 and Rideout is working with the Human Resources Director regarding coverage. Estimated cost is \$30,000-\$40,000 per year with funding provided by Social Services. Another option is to move providers to an employment agency. The estimated cost to do so is \$100,000 per year and would cause a wait list for services. Discussion followed.

**Citizen Members Ordinance Amendment:** Jensen presented ordinance amendment to add two citizen members to the Conservation/UW-Extension Education (CUW) Committee. Jennrich noted it was approved by the CUW Committee on 5/9/16 and is provided for in State Statute s.92.06. Sorenson noted citizen members are voting members and receive citizen per diem. Membership to state and national land conservation boards require membership on the County Land Conservation Committee. Jensen noted the ordinance amendment will be acted on at the Conservation UWEX Committee later today. Discussion followed. Motion by Fried/Cushing to deny the citizen member ordinance amendment as presented in resolution form today. All ayes; motion carried.

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

- **Prudent Man Advisors agreement and ADV:** Investment management firm. Recommendations: workers' compensation coverage A – statutory; coverage B employer's liability limits, bodily injury by accident \$100,000/accident (minimum); bodily injury by disease \$100,000/employee (minimum); bodily injury by disease \$300,000 policy limit (minimum). Comprehensive general liability: \$1 million bodily injury; \$1 million property; professional E&O with a limit of \$5 million with a defined profession as financial advisors. Oneida County to be named as an additional insured on the general liability.
- **Aging Transit Commission vehicle lease:** leasing vehicles to the Transit Commission. Recommendations: Auto insurance: bodily injury \$1 million/accident/person; \$1 million property damage. General liability: \$1 million bodily injury and \$1 million property.
- **Klaver Access agreement:** Highway Commission. Recommendation: no insurance required.
- **Turnkey Corrections service proposal:** (Sheriff's Department) placement of kiosks in lobby and inside the jail for visits, commissary orders, etc. Recommendations: Worker's compensation statutory with employer's liability minimum \$1,000/accident; \$1,000/disease with \$500,000 policy limits for disease. Commercial liability \$2 million aggregate; \$1 million products and completed operations aggregate; \$2 million personal

injury and advertising injury, \$2 million per occurrence. \$100,000 fire damage limit and \$20,000 medical expense limit. Also commercial auto liability \$1.5 million/person, \$2 million/occurrence; property damage \$1.5 million/occurrence with combined single limit \$1 million/occurrence. Oneida County to be named as additional insured.

Motion by Cushing/Hintz to approve the County Risk Manager's recommendations concerning insurance requirements for the four companies listed under item #10 on today's agenda. All ayes; motion carried.

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

Treasurer:

- Motion by Cushing/Jensen to receive the statement(s) of cash for April and May. All ayes; motion carried.
- Motion by Jensen/Cushing to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Motion Cushing/Jensen to approve the resolution regarding designating public depositories and forward to County Board for consideration. All ayes; motion carried.
- Motion by Cushing/Hintz to approve the change from \$2 to \$5 on the underpayment ordinance amendment and forward to County Board for consideration. All ayes; motion carried.

County Clerk:

- Motion by Cushing/Hintz to approve the County Clerk's bills as presented. All ayes; motion carried.

ITS:

- Aladtec Software: This software will replace the Sheriff's Department current scheduling program. Flint supports the purchase noting the software is compatible with current infrastructure and is a Cloud subscription. Hess noted the current product is 16 years old and has been unsupported since 2013. If the program crashes the Department will not have an employee scheduling software. The software also includes electronic form filing and intranet. Cost is approximately \$4,080 per year. Discussion followed regarding funding. Hess noted the Sheriff's Department can cover the cost for the remainder of 2016 but in the future the expense needs to be covered by the ITS budget. Jensen noted, if this is approved today, a commitment is being made for future budgets. Discussion followed. Motion by Cushing/Hintz to purchase the Aladtec Software, line item transfer funds for 2016 to the ITS budget and the future expense be put into the ITS in 2017. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the ITS bills as submitted. All ayes; motion carried.
- Flint provided a 2<sup>nd</sup> quarter ITS status report and reviewed in detail. Discussion followed.
- Update on Wireless Access for Courthouse: Flint noted the survey was not conducted as the vendor did not bring the proper equipment and opted not to come back. He also spoke with Buildings and Grounds and they are unsure if they can install the wiring. Contracting out for wire installation will increase the cost by \$15,000. Flint recommends all wiring be installed at the same time. Discussion followed.
- Social Media Open Records Compliance policy: Flint presented a draft policy, noting most of the state does not comply/or fully comply with the Wisconsin Public Records

Law regarding the use of social media. He requested Oneida County implement a policy and provided a draft for review. Flint intends to request \$450/month in the 2017 budget to comply. The draft was sent to department heads for comment – none were received. Discussion followed. Motion by Fried/Cushing to approve the Social Media Open Records Compliance Policy. All ayes; motion carried.

- Information Technology Purchasing: Flint provided handout regarding the purchase of IT related items. The Committee will review and provide feedback at a future meeting.

**Finance:**

- Motion by Cushing/Jensen to approve the Finance Director's bills. All ayes; motion carried.
- PMA contract has been reviewed by Corporation Counsel and sent back to PMA with changes.
- Motion by Cushing/Hintz to receive the general investment summary for the period ending 4/30/16.
- Motion by Hintz/Jensen to approve the resolution for line item transfers and forward to County Board for consideration (consent agenda). All ayes; motion carried.

**Finance Director Vacancy Review:** Sorenson provided copy of resignation letter effective 12/30/16. Hintz noted that Sorenson has had a long, distinguished career with Oneida County and hates to see her leave, but the County does need to plan for her replacement. He thanked Sorenson for all the work she's done over the years. Hintz discussed the makeup of the interview committee, noting Sorenson will participate along with Hintz and Charbarneau. Cushing voiced interest in participating. Motion by Cushing/Hintz to approve and proceed moving forward with the Finance Director leaving us at the end of the year, waiving the appeal. Discussion followed regarding recruitment, interview selection committee, hiring process, training, etc. Lengthy discussion continued regarding duties, updates to the job description, software programs, etc. All ayes; motion carried.

**Human Service Center loan agreement:** The loan agreement was provided for review prior to the meeting. The agreement is to be executed by County Board Chairman and County Clerk if approved by County Board.

**Human Service Center loan resolution:** Motion by Cushing/Jensen to approve the resolution for the loan for the Human Service Center and forward to County Board for their consideration. All ayes; motion carried.

**Update on Efficiency Team:** Jensen noted the Efficiency Team would like the outside agencies, who receive county funding (i.e. Airport Commission, Economic Development, Human Services, Humane Society, Library, North Central Regional Planning Commission and Tourism Council), to be asked to complete the Efficiency Team survey. Discussion followed. Motion by Jensen/Cushing that the Administration Committee support that county funded agencies complete the Efficiency Team study survey. All ayes; motion carried.

**Recreation trail subcommittee:** This issue is now handled by the Forestry Committee.

**Public comment:** None.

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

- ITS purchasing policy, Efficiency Team update
- The next meeting will be held on 7/12/16 at 10:30 a.m.

**Adjournment:** Motion by Jensen/Fried to adjourn at 12:18 p.m. All ayes; motion carried.

Respectfully submitted,

*Kerri Ison*

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Kerri Ison, Recording Secretary

*D. Hintz*

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David Hintz, Chair

