

**Administration Committee
June 29, 2016
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Linda Conlon (Health Department), Karl Jennrich (Planning & Zoning), Mike Romportl (Land Information), Jack Flint (ITS) and Kerri Ison (recording secretary).

Call to order and Chairperson's announcements: Chairman David Hintz called the meeting to order at 12:30 p.m. in Committee Room #2, second floor of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Fried to approve today's amended agenda. All ayes; motion carried.

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

- Desmond presented the following:
- Lamar Billboard proposal: Proposal for the Oneida County Health Department (Well Women Program) to place seven (7) billboards throughout the region. Funding is provided by a grant and must be spent by month end. Recommendation: no insurance required.
 - Aramark Contract for Highway: Contract with Aramark to provide rugs, shop towels, coveralls, etc. to the Highway Department. Recommendation: no insurance required.

Motion by Cushing/Fried to approve the risk manager's recommendation to approve the contracts listed under #3 of today's agenda. All ayes; motion carried.

Discuss and act on ideas to change the policy concerning review and approval by the Administration Committee of recommendations of the County Risk Manager concerning insurance requirements for contracts, so that the process for approval can be streamlined:

Hintz noted that for some time there has been discussion about changing/streamlining the policy regarding insurance requirements in contracts. Desmond provided a draft memo (updated) showing the changes made in paragraph #2. Staff still needs to communicate with the Risk Manager on all contracts to get recommendations for insurance coverage. The new policy states that the Risk Manager's recommendations shall be incorporated into each contract and the contract will not require Administration Committee approval. This will help streamline the approval process, address contracts in a timely manner and generally eliminate the need for special meetings. The policy still requires that changes made to the Risk Manager's recommendation can only be changed by Administration Committee action. Motion by Cushing/Fried to adopt the new policy dated 6/29/16. Discussion followed. All ayes; motion carried.

Potential ITS projects:

- Planning & Zoning online project: Fried noted this project was discussed at a recent Planning and Development Committee meeting as one of the priorities for the department. Summer is their busy season and the department is currently short staffed. This project would provide access to sanitary and building permits online, thus reducing

the time it takes for staff to look up the permits, copy, mail or email to requesters. Discussion followed. Jennrich noted sanitary permits 1998 to present and building permits from 2004 to present are digitally available and can be found using the AS400 system. There are new disclosure laws in place so the demand for copies has increased. Discussion followed. Jennrich met with Romportl regarding this issue and noted there are long term plans in place to offer permits online as part of the land records modernization projects (similar to the Vilas County system). Both have met with Flint (ITS) regarding the project and Romportl noted there are vendors who offer this type of program but staff will want to demo the products to make sure it meets the needs of the County.

Flint and ITS staff have met and may be able to help streamline the email process in the AS400 program to possibly eliminate having to print, scan and email permits. Discussion followed regarding remote access, security, etc.

- Courthouse WiFi project: Hintz noted the Courts have been mandated to provide electronic filing and WiFi service for the public to access court documents by October 2016. This item will be placed on the July Administration Committee agenda for discussion/action. Discussion followed.

Public comment/communication: None.

Items to be included on next agenda: Courthouse Wi-Fi project.

Adjournment: Motion by Cushing/Fried to adjourn at 1:03 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison

Kerri Ison, Recording Secretary

David Hintz, Chair