

MEETING OF ADMINISTRATION COMMITTEE
JANUARY 15, 2024
Minutes

Committee members present: Chairman Billy Fried, Ted Cushing, Russ Fisher and Steven Schreier.

Absent: Tom Kelly

Call to order: Chairman Fried called the meeting to order at 9:00 a.m. in the County Board Room 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 Schreier/Fisher to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Request of contingency funds for Law Enforcement Center Sprinkler System repairs – Lindsey Kennedy, Buildings and Grounds, reported that in October there was a leak at the Law Enforcement Center and when it was looked into it was determined that there was a fair amount of corrosion due to a microorganism in the pipes. The company is recommending replacement of those pipes that are affected as this can spread to other pipes. Kennedy reported that it will cost \$23,900 to repair/replace the pipes. Kennedy reported that this will need to come from the contingency fund. Discussion regarding using the contingency fund to cover the costs. Motion by Schreier to approve the request of contingency funds for the Law Enforcement Sprinkler System at a cost of \$23,900 and to be transferred to the Buildings and Grounds Operating Budget. Seconded by Cushing. All aye; motion carried.

Discussion and recommendation on which Administrative Structure to use in Oneida County and referring the recommendation to the County Board – Fried reported that there were a number of job descriptions sent out last week and the goal for today is to come up with a path moving forward. Discussion regarding the different management styles. Cushing expressed support for staying with what we have and better defining the job description for the Administrative Coordinator. Fried stated that he has been asked to look into creating a resolution to combine the LRES and Administration Committee which he believes will help eliminate some of the crossover decisions that are occurring. Holewinski stated that he believes we need to change the current structure. Fried stated that he believes the Administrator would be the least likely to move forward. Schreier agreed and stated that the structure Oneida County currently has with a stronger coordinator would be the best way to move forward. Schreier would like to see a better description of what the job would entail. Fisher agreed that an administrator is not the route to go, however, he would like to see what is being done wrong and what the strengths are before deciding which direction to go. Jensen stated that under an administrator the board would set a budget and the administrator would take the budget and decide how to spend it. Jensen cautioned that giving administrator duties to a coordinator would require that the position is paid more. Schreier stated that part of the SWOT exercise showed that there wasn't a lot of support for administrator and instead supported looking at changing the current structure and making changes to that structure to better meet the needs of Oneida County. Newman reported that she looked at counties with similar populations as Oneida County and most of those have an administrative coordinator. Newman expressed concern with the amount of work that the Chair has to take on in Oneida County and there should be changes made to help with that. Discussion regarding the role of

the County Board chair. Fried clarified that it appears the committee is against a County Administrator at this time and instead is leaning towards strengthening the role of the current county coordinator and maximizing and taking advantage of the current role. Charbarneau stated that the board needs to determine what isn't being completed and what needs to change. Holewinski sees this as trying to make the County run more efficiently and that there needs to be changes made to the administration of the county and that the person chosen to fill that role needs to have a financial background. Fried expressed that the administrative coordinator wouldn't need to have a strong financial background as there is a finance director that has that background and can help the administrative coordinator in that area. Fried believes that leaving the structure the way it currently is and better defining the roles is the way to move forward. Holewinski expressed concern with the ability to complete the administrative jobs using the existing staffing levels. Discussion regarding the current model, how to strengthen it, accomplishing the jobs with existing staff and looking at outside staffing if current staffing doesn't work. Charbarneau reported that there is a consultant, John Holkmer, that has worked with other counties to help setup administrative structure. Jensen would like to see suggestions provided to the Administration Committee on what jobs the Administrative Coordinator would do. Motion by Fried to for the committee to recommend continuing with the current governance model but strengthening it with definition and authority as laid out by the next step. Seconded by Schreier. Holewinski expressed concern with moving forward as described in the motion as it doesn't define the jobs and who is going to complete the jobs. Fried stated that he would like to look at pulling back his motion and instead assigning a few supervisors to work with Lisa Charbarneau to create a better job description. Holewinski would like to see another meeting scheduled and supervisors send in a list of jobs that they would like to see completed by the coordinator. Fried would like to see the SWOT information used to tighten up a job description. Zero aye, four nay; motion defeated. Fried would like to see a few supervisors work with Charbarneau on creating a job description. Discussion regarding who can work with Charbarneau. Fried and Cushing will work with Charbarneau and bring this back to the Administration Committee at a future meeting.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on February 12, 2024.

Adjourn – Fried adjourned the meeting at 10:26 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk